HC HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Woodview Road, Hellesdon, Norwich, NR6 5QB Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

Minutes of the meeting of Staffing Committee held on Thursday 17 October 2019 at 7.00pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT: Cllr S Gurney (Chairman)

Cllr G Britton Cllr W Johnson

Mrs M Anderson-Dungar - Locum Clerk

The Chairman welcomed Members and opened the meeting at 7.00p.m.

1. Apologies and acceptance for absence

Apologies were received and accepted from Cllrs Franklin and King.

2. <u>Declarations of Interest and Dispensations</u>

No declarations were recorded and no requests for dispensations had been made.

3. Approval of minutes of the Committee meeting held on 15 July 2019 from those members present at the held meeting

Minutes had been circulated, and it was unanimously

RESOLVED TO ADOPT THE MINUTES

4. Public Participation

No members of the public preset.

5. Resolution to Exclude the Press & Public

It was unanimously

RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS & PUBLIC FOR THE DURATION OF THE FOLLOWING ITEM IN VIEW OF THE CONFIDENTIAL AND PERSONAL NATURE OF THE BUSINESS TO BE TRANSACTED, SUCH DISCUSSION TO TAKE PLACE AFTER THE ITEM THAT CONFIRMS DETAILS OF THE NEXT MEETING

6. Exchange of Information

Cllr Britton recorded thanks to the Locum Clerk for all her recent work on behalf of the Planning Committee.

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Approved	
Date HPC Staffing Committee Mins 17 October 201	

7. Date, Time and Venue of next meeting

The date of the next meeting to be agreed.

The meeting withdrew into Committee during discussion of the following items related to staffing matters

Extension of Agency Contract

Discussion took place in the context of a phased return for a staff member, and the Chairman updated the meeting on the arrangements and work carried out. It was also **agreed** to pay 120 hours holiday allowance, leaving 2 weeks to be taken before the end of the leave year.

Following the Chairman's proposal, it was also **agreed** to retain the Agency groundsman until 31 December 2019.

Complaint

Following a report from the Locum Clerk it was **agreed** that the matter was concluded without prejudice to the staff member concerned.

Grievance

The meeting was advised of a grievance received and the procedure was discussed. The Grievance Panel was agreed. The Locum Clerk would contact the Councillors concerned and report back.

The Committee recommended to the Full Council that the Locum Clerk continued to work on this matter.

Other Matters

The Body Worn Camera was now in operation and all park gates locked. Sunday opening of Community Centre and associated staffing issues to be considered for future discussion.

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The Meeting closed at 8.52 p.m.

Approved	
	Date HPC Staffing Committee Mins 17 October 2019