

**Minutes of the meeting of the Staffing Committee held on  
Monday 10<sup>th</sup> November 2021 at 4pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

**Present:** Cllr S Gurney – Chair of the Committee  
Cllr D King  
Cllr U Franklin  
N Carver – Clerk

The Chairman welcomed members and opened the meeting at 4pm.

**1. Nominations for and Election of Chairman**

It was proposed by Cllr King, Seconded by Cllr Franklin, for Cllr Gurney to continue as Chair of the committee. It was

**RESOLVED FOR CLLR GURNEY TOP ACCEPT**

**2. Nominations for and Election of Vice Chairman**

**AGREED** for the item to be taken to a future meeting

**3. Apologies and acceptance for absence**

Apologies were received from Cllr Britton, Cllr Johnson and Cllr Diffey these were **ACCEPTED**

**4. Declarations of Interest and Dispensations**

No declarations made or dispensations requested

**5. Approval of minutes of the Committee meeting held on 17<sup>th</sup> May 2021 from those members present at the held meeting**

Minutes had been circulated from the meeting held on 17<sup>th</sup> May 2021. It was

**RESOLVED TO ADOPT THE MINUTES OF THE MEETING**

**6. Public Participation**

No members of the public present.

**7. Resolution to Exclude the Press & Public**

**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**

**AGREED BY ALL**

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

**8. Update on Staffing**

An update was given by the clerk on the recent staffing matters. A member of staff is currently on a phase return following major surgery. It is expected that they will be back on full hours by end of November however, the clerk is having regular meetings with the staff member to assess this.

Two flexible working requests had been received by the Clerk, these were discussed and **AGREED** in principle a meeting will be held with the two members of staff to formally discuss.

The committee looked at the staffing as a whole, the clerk gave a verbal update on the current workings of the staff and the vacancies which have arisen over the past 6 months. The Clerk put forward the following recommendations to the committee

The Litter Warden position to be carried out over 5 days 20h per week the role would incorporate other duties and be renamed Community Janitor.

Second recommendation to split the full time caretaking role of 40h per week, into 2 part time roles 20h per week to work flexible. The roles would be looked to advertise in January for a April start.

Looking at the staffing as a whole it was agreed that there is a need to hold a full staff Consultancy as the operational needs of the Council have changed. It was

**RESOLVED for the clerk to start the consultation process.**

**9. Staffing Budget**

The staffing budget for 2022/2023 was reviewed, the figures shown included a forecasted provisional 1.75% pay increase from 2021/2022 and a further 2% increase for the coming year.

A recommendation for a scale point increase was put forward for two members of staff following performance review, it was **AGREED** to accept.

Cllr Gurney spoke with regards to a new role for the planned Community Centre Café. It would be for 12h per week split into two days, Tuesdays and Thursdays from 8am – 2pm On SPC 4. It was **AGREED** by all to add this in the coming budget.

No further changes were made.

**10. Exchange of Information**

It was confirmed that the Clerk had spoken to the finance officer with regards to the back pay and this would be put through in Novembers payroll.

**11. Date, Time and Venue of next meeting**

**This will be confirmed following the consultation.**

The Meeting closed at 4:15 p.m.