

# **HELLESDON PARISH COUNCIL**

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Minutes of the extraordinary meeting of the Staffing Committee held on  
Monday 19<sup>th</sup> December 2016  
at 7pm in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

## **PRESENT**

Mr J Knowles (Chairman)

Mr G Britton

Mr R Grady

Mrs S Gurney

Mr D King

Mrs S Prutton

Mrs Kate Leggett (minutes)

## **Welcome**

Cllr Knowles welcomed everyone to the meeting.

### **1    Apologies**

None received but Cllr King was not present.

### **2    Declaration of Interest and Dispensations**

None declared.

### **3    Minutes of the last meeting**

Minutes of the previous meeting were agreed and signed as a true copy.

**David King entered the room and apologised for being late.**

### **4    Public Participation**

No public were in attendance.

### **6    Exchange of information**

Councillors' attention was directed towards the Christmas opening times and the need for a telephone number to be placed on the Community Centre window should any incidents occur. There proceeded to be a discussion about how this can be dealt with effectively. **It was decided to make enquiries with the police with regards to a key holding service. Mark Knight to carry out investigations.** Cllr Grady provided the officers with a telephone number to call.

## 7 Date and Time of Next Meeting

The next meeting will take place in the Diamond Jubilee Lodge on Monday 23<sup>rd</sup> January 2017.

**RESOLVED** that under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the Press and the Public for the duration of items 5.1 (i), (ii) and (iii) in order to discuss matters where publicity would be prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted and that this business to be discussed after after the agenda item which confirms the details of the next meeting.

## 5 General Information

- (i) Cllr Knowles took the Committee through the information regarding the interview for the new litter warden and bank caretakers that will be taking place on the 20<sup>th</sup> December 2016.

Much discussion took place and the Committee took some time to read through the candidate's applications. Cllr King made reference to the job descriptions for the Bank Caretaker role and asked for some clarification to be sought regarding the monitoring of the CCTV as it was thought that a licence was required to monitor CCTV images.

It was also thought that there may have been some confusion regarding the job description and the advert that went out for the Bank Caretaker role as it appeared that it may have implied that it was a full time role. **Resolved to call the candidates to ensure that they are aware.**

- (ii) Job role update. Mark Knight was to take Committee through discussions had with Mo Anderson-Dungar and Kevin Sage regarding job roles. This discussion will be moved to the January meeting with the aim of completing the task.

**Resolved: Mark Knight and Mo Anderson-Dungar are to go through contracts to confirm suitability or suggest amendments to be made.**

- (iii) Update from Chairman on latest staffing position

**Kate Leggett and Cllr Prutton left the room.**

Cllr Gurney took the committee through an update of the staffing issues.

**Kate Leggett and Cllr Prutton re-entered the room**

Cllr King brought the Committee's attention to the Caretaker's rota and mentioned that the staff have a seven day run of shifts. He stated that he had spoken to a member of staff and that they thought things could be improved. **Resolved: Kate Leggett and Kevin Sage will investigate further.**

Cllr Prutton asked about the Lone Working devices that had been sought by the Officers. Mrs Leggett informed the committee that one of the devices had been set up, as per the 30 day free trial, for one of the duty Caretakers but that the devices might not be the best solution to the issue. Further investigation was needed to ensure the correct device is found to suit all staff members. **Resolved: Kate Leggett to make more enquiries.**

Cllr Gurney and Cllr Knowles informed about staff training and the need to ensure it is kept up to date. Cllr Gurney took the committee through the details for the Grounds staff training and informed the committee that she had been in conversation with Kevin Sage regarding this matter and the committee is awaiting a response from him.

Meeting closed at 8.50pm.

Signed/date