

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
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Parish Clerk: Mark Knight

Minutes of the meeting of the Staffing Committee held on  
Monday 12<sup>th</sup> November 2018 at 7pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

**PRESENT:**

Cllr J Knowles (Chairman)  
Cllr S Gurney Cllr Britton  
Cllr S Prutton Cllr D King  
Cllr Johnson  
Mark Knight – Parish Clerk

The Chairman welcomed Members and opened the meeting at 7p.m. Cllr King expressed an interest in speaking in a confidential manner to the members present without the presence of the Parish Clerk. The Parish Clerk then left the meeting at 7.02pm, returning at 7.16pm.

**1. Apologies and acceptance for absence**

All were present.

**2. Declarations of Interest and Dispensations**

None recorded.

**3. To receive approval of minutes of the committee meeting held on 27<sup>th</sup> September 2018 from those members present at the held meeting**

These were so adopted.

**4. Public Participation**

No members of the public present.

**5. To discuss any matters arising from the financial report.**

This report was noted with no questions.

**6. To consider the draft staffing budget for 2019/20.**

The draft document was considered and it was **AGREED** that the Parish Clerk should seek legal advice regarding the correct procedure for future staffing planning. It was then proposed by Cllr Knowles and Seconded by Cllr Britton to **RECOMMEND** the draft document with no changes to the Property, Policy and Resources Committee.

**7. 7.1 Update from the Parish Clerk about the upcoming appraisal process and associated ongoing 121 process**

Cllr Knowles gave a verbal report on meetings he had recently conducted with three members of staff about the effectiveness of the current 121 process. The meetings had been very useful and the aim and tone of the 121 meetings were deemed to be acceptable and promoted open and honest communication throughout the staff. However, it was considered that the need for frequent meetings was no longer so pressing so it was **RESOLVED** to continue with the current 121 process but only to be conducted every quarter in January, April, July and October. The January meeting to double as the official annual appraisal.

The documentation for the office team and the Head Groundsman was deemed suitable but concerns were raised over the level of detail expected from the other teams across the Council. The Parish Clerk reported that he had already begun work on a much less onerous appraisal form for these members of staff which will be forwarded to all members of this committee when complete, which will be in good time for the upcoming appraisals in January 2019.

Cllr King then suggested that preparations were also made for the appraisal of the Parish Clerk which would occur prior to all other appraisals. It was **AGREED** to appoint a panel and the following members were proposed and elected to this panel:

Cllr Knowles: Proposed by Cllr Prutton and seconded by Cllr Britton; all in favour.

Cllr King: Proposed by Cllr Britton and seconded by Cllr Gurney; all in favour.

Cllr Prutton: Proposed by Cllr Gurney and seconded by Cllr Knowles; all in favour.

**7.2 To consider a request for the purchase of a Bodycam system at a cost of £768.00 per annum**

Much discussion took place regarding this issue:

Cllr Gurney voiced her concerns over where the Council stood on the potential recording of minors and the perceived heavy handed nature of this piece of equipment.

Cllr Prutton regarded the Bodycam as useful and the ability to record abuse levelled at members of staff would be useful to the Police and general safeguarding responsibilities.

Cllr Johnson voiced his concerns over staff safety whilst lone working.

Cllr Britton supported the idea if a need can be proved that it had a direct impact on staff safety.

Cllr Knowles was worried following further research he had conducted on this topic and the apparent appropriateness of the Bodycam. It was suggested that the Parish Clerk start further research into what similar sized Council's do, what the Police recommend, what Broadland District Council do and further clarification on the total cost.

Cllr King proposed that a Personal Privacy Assessment be conducted involving the general public and the results to be fed back to this committee when it next meets. It was then unanimously **RESOLVED** to do so.

### **7.3 To review the current effectiveness of the Skyguard alarm system**

It was considered that the Skyguard alarm system was a separate issue and provided a different layer of protection to the staff and it was **AGREED** to continue with the system for the time being with clear guidance and expectations given to all staff who use the system that they must be worn at all times.

### **7.4 Verbal update from the Parish Clerk**

The Parish Clerk gave a brief progress report on staffing issues

## **8. Exchange of Information**

None.

## **8. Date, Time and Venue of next meeting**

It was agreed to meet on Monday 4<sup>th</sup> March 2019 at 7.00pm at Diamond Jubilee Lodge.

The meeting closed at 8.25p.m.