

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of the meeting of the Staffing Committee held on
Monday 5 March 2018 at 7.00pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT:

Cllr J Knowles (Chairman)

Cllr G Britton Cllr R Grady Cllr S Gurney

Cllr S Prutton

Mark Knight – Council Administrator

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

1. **Apologies and acceptance for absence**
Cllr. King was absent and no apologies received.
2. **Declarations of Interest and Dispensations**
None recorded.
3. **Approval of minutes of the committee meeting held on 13 November 2017**
Minutes as previously circulated, were **proposed, confirmed and signed**.
Cllr Gurney, as nominated keyholder, had taken part in an emergency exercise.
4. **Public Participation**
No members of the public present.
5. **Implications of the Financial Report**
Cllr Gurney reported on the current budget, actual and predicted expenditure for the remainder of this financial year. The Council could consider virements across Cost Centres.
6. **Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item(s) in view of the confidential nature of the business to be transacted. If resolved, such items to be dealt after the Financial Report.**

It was **RESOLVED** to exclude the press and public as above

7. **General Matters – Confidential Item**

- 7.1 It was unanimously **RESOLVED** to authorise the Support Administrator to study for the ILCA qualification.
- 7.2 This was not ready for the meeting due to recent administration issues.
- 7.3 The Council Administrator gave the Committee an update on progress made in this area.
- 7.4 It was unanimously **RESOLVED** that in the interim period until a new Clerk is appointed that the Council Administrator act as Health and Safety Officer for Hellesdon Parish Council.
- 7.5 It was unanimously **RESOLVED** to allow two members of the Parish Council's staff to roll over untaken leave days from the 2017/8 leave year to the 2018/9 leave year.
- 7.6 The Council Administrator gave a written report on this matter. It was unanimously **RESOLVED** to accept this report
- 7.7 The Council Administrator gave a verbal and written report on the current 121 and Appraisal process with regards to performance management. It was unanimously **RESOLVED** to accept this report and its recommendations.
- 7.8 Cllr Gurney gave a verbal update on two issues following recent discussions.

The meeting was re-opened to the public and press.

8. **Exchange of Information**

Councillors had nothing for this meeting.

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

It was agreed to arrange this at the Annual Parish Council Meeting on 1st May 2018

The meeting closed at 8.10p.m.