

## HELLESDON PARISH COUNCIL

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Minutes of the meeting of the Staffing Committee held on Monday 5<sup>th</sup> Sept 2016  
at 7pm in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

### Present

Cllr Britton (Chair for the meeting), Cllr Gurney, Cllr Prutton, Cllr Grady, Cllr King

Kate Leggett (minutes)

Cllr Britton welcomed all those in attendance.

#### **1.0 Apologies for absence**

Cllr Knowles had given his apologies for the meeting.

#### **2.0 Declarations of interest and dispensations**

No declarations

#### **3.0 Minutes of the previous meeting**

Previous meeting minutes were agreed by the committee and signed by the Chairman.

#### **4.0 Public participation.**

No public were in attendance.

The meeting closed to the press and public at 7.10pm

#### **5.0 General Matters**

5.0– Exclusion of Press & Public.

**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) – (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 the agenda item which confirms the details of the next meeting.

- (i) To elect a new chairman and co-opt for vacate staffing committee member

In his absence Cllr Knowles had stated that he was happy to take the position of Chairman.

**Proposed**

**Seconded**

**Approved.**

Cllr Prutton was co-opted into the vacant position

**Proposed  
Seconded**

**Approved.**

- (ii) Much discussion took place regarding current staffing issues. Cllr Gurney addressed the committee and highlighted certain matters. Various options and timescales were discussed including potential conflict of interest. It was proposed to engage NP Law.

**Resolved**

**Proposed  
Seconded**

**Approved.**

- (iii) Committee was seeking approval for staff member to attend ILCA course.

**Proposed  
Seconded**

**Approved.**

- (iv) Update on staff absence

Cllr Gurney and Cllr Knowles had meet with two members of staff regarding time off for sickness. One was happy to be returning to work following the meeting where various items were discussed and issues ironed out to enable a phased return. Staff member was given an update on the current situation.

Discussions explaining the situation took place with the second staff member and his accompanying person and medical reports were examined. He was given notice due to contractually not being able to fulfil his duties due to ill health. The staff member understood the situation and the parting was amicable. Thanks were given for his service.

**Resolved to send a formal notification of termination of employment.**

A welfare call had been placed to staff member that has been on long term sick leave. The Council Administrator had been informed by staff member that further notification was in the post and should be expected imminently.

- (v) ACAS Guidelines

Details were given on the ACAS guidelines which are to be followed regarding staffing issues and the appointment of NP Law.

- (vi) Claudius Report refresh

Discussion took place regarding the report.

#### **6.0 Exchange of Information.**

Cllr Prutton had been asked by Cllr Knowles for final dates for meeting that needed to go in the Grapevine. The Council Administrator was to supply these as soon as possible to enable the Grapevine to be sent to the printers.

Cllr Prutton also enquired about PC office security.

**Resolved to change the security pad number in the PC office.**

**Proposed**

**Seconded**

**Approved.**

Discussion took place regarding the Best Kept Allotment prize. Cllr Prutton asked that a thank you letter be sent to the National Trust at Blicking for their kind donation. The winner is to be informed and announced.

#### **7.0 Date, time and venue of next meeting.**

To be announced.

Meeting closed at 8.42pm.

