

HELLESDON PARISH COUNCIL

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Minutes of the meeting of the Staffing Committee held on Monday 10th October 2016
at 7pm in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present

Cllr Knowles (Chair), Cllr Gurney, Cllr Prutton, Cllr Grady, Cllr King, Cllr Britton

Mark Knight (Council Administrator)

Cllr Knowles welcomed all those in attendance.

1.0 Apologies for absence

None received.

2.0 Declarations of interest and dispensations

No declarations

3.0 Public participation.

No public were in attendance.

The meeting closed to the press and public at 7.03pm

4.0 General Matters

4.0– 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 4.1(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) Cllr. Gurney gave a verbal report on the matter of a grievance received from a member of the Parish Council staff. Details were given on the engagement of NP Law to act in respect of this issue.

Cllr. Gurney also gave a verbal report on other matters pertaining to a member of the Parish Council staff and some background on this. Debate followed regarding this matter.

Cllr. Gurney then gave a verbal report on the timeline for this situation.

- ii) Cllr. Knowles gave a detailed report on the situation surrounding staff contracts or lack thereof and also the current situation surrounding staff training. Councillors volunteered to assist in this matter. Cllr. Knowles informed that a further Staffing Committee meeting would be called by himself at the appropriate time once this work is done and an already scheduled meeting does not allow for a timely resolution of these matters.

7.31pm Cllr. Gurney left the room – returning at 7.39pm

- iii) Cllr. Knowles gave a report on a proposed new staffing policy file which would comply with relevant legislation. A detailed description of what this would look like and the work which is currently going into this was presented.

PROPOSED by Cllr. King– For the committee to grant permission to the Council Administrator to work closely with Cllr. Knowles in the production of this piece of work.

SECONDED by Cllr. Prutton.

RESOLVED WITH A UNANIMOUS VOTE.

Following discussions relating to the temporary post of the Facilities Administrator, it was agreed to extend the length of the contract to 31st March 2017, and the hours worked weekly to 30 or possibly 37 on negotiation.

PROPOSED by Cllr. Gurney.

SECONDED by Cllr. Grady.

RESOLVED WITH A UNANIMOUS VOTE.

5.0 Exchange of Information.

- 5.1 Cllr. Britton announced that he would like to resign his position as Vice Chairman of the Staffing Committee and suggested that Cllr. King be his replacement.

PROPOSED by Cllr. Britton to resign his position but retain his place on the Staffing Committee and to be replaced by Cllr. King.

SECONDED by Cllr. Grady.

RESOLVED WITH A UNANIMOUS VOTE WITH CLLR. KING ABSTAINING. THIS TO BE PLACED AT NEXT STAFFING COMMITTEE MEETING.

- 5.2 Concerns were raised as to the whereabouts of Cllr. Walsh. This to be raised at the next Full Parish Council meeting on 1st November 2016.

6.0 Date, time and venue of next meeting.

Monday 14th November 2016 at 7pm.

Meeting closed at 8.57pm.