

HELLEDON PARISH COUNCIL

Minutes of the meeting of the Staffing Committee held on Monday 12 October 2015
at 10am in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT

Mr A Adams - Chairman

Mr G Britton

Mr R Grady

Mrs S Gurney

Mr D King (from 10.10am)

Mrs P Kirby - Parish Clerk

IN ATTENDANCE

Mary McGivern – Council's appointed HR Consultant

Mr Jon Madden – JRM Structure & Resource Consultant

Cllr Adams opened the meeting & welcomed those present.

1. Absence and Apologies for absence

Mr J Knowles – no apologies received

2. Declarations of Interests and Dispensations

No interests declared.

No dispensations requested.

3. Approval of the minutes of the meeting held 28 September 2015

The minutes, having previously been circulated, were approved by those members present at the held meeting and signed by the Chairman as a correct record.

Approval of the minutes of the meeting held 27 May 2015

The clerk advised the minutes of the first meeting had not been presented for approval and supplied members with a copy. These were approved by those members present at the held meeting and signed by the Chairman as a correct record.

4. Public Participation

None in attendance.

5. General Matters

5.1 – 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 6.1(i) - (v) 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 agenda item 8.

6. Exchange of Information

The clerk stated that due to the current re-structure it was advisable to wait until matters had been agreed before addressing the budget for 2016/2017 and that the budget meeting should be deferred. This was agreed.

7. Date, time and venue of next meeting

The details of the next meeting would be set as required.

The meeting closed to the press and public at 10.15pm.

8. Confidential item

5.1

(i) **RESOLVED** to suspend standing orders to allow Mary McGivern to address. Mary McGivern briefed members in respect of the delegation as resolved at the last meeting. The committee were made aware of the legal process that had been suggested and it was accepted that a letter should be sent to the Board of Trustees of HCC to deal with matters on the correct process.

Matters as ratified at the last meeting were revisited and much discussion took place. It was

RESOLVED that prior to any substantive staffing appointment the recruitment process is invoked.

In respect of this it was agreed the recruitment panel would meet with the interim employee at 10am on 2 November and to follow this with a staffing committee meeting at 11am

(ii) Jon Madden referred to the original report and briefed members in respect of a proposed structure. Much discussion took place.

RESOLVED

- to accept the structure as discussed. Jon Madden would supply a revised report
- the Clerk in consultation with both consultants to prepare skill sets a job description to include responsibility in the absence of the clerk and identify the salary for the project co-ordinator role
- to delegate to the clerk expenditure up to £4000.00 to engage the recruitment consultant who had sourced the Finance Officer role. Any fee in excess of this to be a matter for the committee.
- to invoke the recruitment process following identification of candidate

The meeting closed at 11.43am.