

HELLESDON PARISH COUNCIL

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Minutes of the meeting of the Staffing Committee held on Monday 14th November 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

All present.

2.0 Declarations of interest and dispensations

No declarations

3.0 To receive approval of minutes of the committee meeting held on 10 October 2016 from those members present at the held meeting.

The minutes were signed and agreed as being a true and accurate representation of the proceedings.

4.0 Public participation.

No public were in attendance.

The meeting closed to the press and public at 7.04pm

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.

PROPOSED BY CLLR. KING and SECONDED by CLLR. GRADY. ALL IN FAVOUR.

5.2 – Cllr. Britton formally stood down as Vice-Chairman of the Staffing Committee and proposed Cllr. King take his place. There were no other nominees.

RESOLVED – CLLR. KING TO BE VICE-CHAIRMAN OF THE STAFFING COMMITTEE AND CLLR. BRITTON TO STEP DOWN BUT RETAIN HIS PLACE ON THE COMMITTEE. PROPOSED BY CLLR. BRITTON and SECONDED BY CLLR. GURNEY. ALL IN FAVOUR.

5.3 – No minutes for this agenda item were taken.

7.06pm COUNCIL ADMINISTRATOR and CLLR. PRUTTON were asked to leave the meeting while confidential matters were discussed. Returning at 7.31pm.

5.4 - Cllr. Knowles gave a verbal report on the progress on staff contracts, it was made clear that this is a priority for the councillors and officers alike.

5.5 – It was unanimously accepted that the current staffing policies and procedures are not fit for purpose. A discussion was held on the logistics and legality of redacting all policies.

RESOLVED – FOR THE COUNCIL ADMINISTRATOR TO CONTACT THE CLERK AT THORPE TOWN COUNCIL FOR FURTHER HELP. PROPOSED BY CLLR. GURNEY and SECONDED BY CLLR. KING.

5.6 – A discussion was held on the proposal by the Council Administrator to accommodate a request by a current caretaker for the position of Litter Warden. This evolved into a discussion on Lone Working and the wider legal issue on whether Hellesdon can indeed employ a Litter Warden.

RESOLVED – FOR THE COUNCIL ADMINISTRATOR TO CONTACT BROADLAND DISTRICT COUNCIL TO LOOK INTO THE LEGAL ASPECTS OF EMPLOYING A LITTER WARDEN AND PROCEED WITH ADVERTISING IF NECESSARY. ALSO TO ENGAGE SKYGUARD FOR A 30 DAY FREE TRIAL ON A ‘MAN DOWN’ LONE WORKING ALARM SYSTEM. PROPOSED BY CLLR. KNOWLES and SECONDED by CLLR. BRITTON.

5.7 – A sick note from a Bank Caretaker was discussed and it was agreed not to use them until a fit note could be obtained.

5.8 – The budget process for the coming year was discussed.

RESOLVED – TO REFER THIS MATTER TO THE PROPERTY, POLICY and RESOURCES COMMITTEE IN DECEMBER. PROPOSED BY CLLR. GURNEY and SECONDED BY CLLR. GRADY.

6.0 Exchange of Information.

The Council Administrator presented information on the cost and logistics of buying a caretaker out of their current contract with an agency.

RESOLVED – TO GO AHEAD WITH THE PROCESS. PROPOSED BY CLLR. GURNEY and SECONDED BY CLLR. GRADY.

6.0 Date, time and venue of next meeting.

Monday 6th February 2016 at 7pm at Diamond Jubilee Lodge.

Meeting closed at 8.58pm.