

HELLESDON PARISH COUNCIL

Minutes of the meeting of the Staffing Committee held on Thursday 18 February 2016
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 10.15pm) Mr J Knowles

Mrs P Kirby – Clerk to the Council

IN ATTENDANCE

No other attendees

Cllr Adams opened the meeting & welcomed those present.

1. Absence and Apologies for absence

All members present

2. Declarations of Interests and Dispensations

No interests declared.
No dispensations requested.

3. Approval of the minutes of the meeting held 30 November 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.

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 5.1(i) 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 7.

6. Exchange of Information

None.

7. **Date, time and venue of next meeting**

It was agreed the next ordinary meeting would be set at the **First Meeting of the Council** in May in accordance with Standing Order 5kxi

The meeting closed to the press and public at 10.20pm.

8. **Confidential item**

5.1

Prior to commencing the agenda items the Committee Chairman advised members of the Clerks success in gaining qualified status. It was noted the contractual changes would now apply.

(i) – Recruitment method. Much discussion took place.

RESOLVED to delegate to the clerk to approach recruitment agencies with intention to securing appointment before the applicable role is vacated.

(ii) – MIND training. Supporting paperwork was presented.

RESOLVED to decline take up at this time.

(iii) – Current staffing situation. The clerk briefed on the current matter of employee absence.

RESOLVED to reinstate full pay until the end of current certification and to arrange for an occupational health report as soon as possible.

(iv) – Recruitment panel. The recruitment process to date has identified candidates for consideration by the panel for the Clerical Support Officer. The details of the meeting would be set at the end of this meeting.

RESOLVED the panel to have delegation to appoint should a candidate be identified.

The meeting closed at 10.58pm.