

HELLEDON PARISH COUNCIL

Minutes of the meeting of the Staffing Committee held on Tuesday 20 January 2015 at 7pm
in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT

Mrs K Fish - Chairman

Mr A Adams

Mr G Britton

Mrs S Hiestand

Mr J Youles

Mrs P Kirby - Parish Clerk

IN ATTENDANCE

No other attendees

Cllr Fish opened the meeting and welcomed those present.

1. Absence and Apologies for absence

Cllr Gurney – apologies received and accepted
Cllr Britcher – no apologies received

2. Declarations of Interest and Dispensations

None declared.

3. Approval of the minutes of the meeting held 24 November 2014

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

No attendees

5. General Matters

5.1 – HR Consultant retainer basis. The letter from the consultant was considered. **RESOLVED** to alter the basis of the retainer of the current contract to a daily rate of £350.00 with effect from February 2015.

5.2 – Out of hours access requirements. Much discussion took place. It was agreed not to consider further at this time and that should any such issue arise in the future then the matter would need to be addressed.

5.3 – Caretaking staff working alone. Out sourced call in services had been researched however these were relative to lone workers and it was accepted that albeit at times caretakers and indeed other employees worked on their own there was normally other persons in the vicinity. The H&S report indicated the risk was relatively low and there had been no history of incidents to date. However it was noted that there were certain times which may indicate the need for implementing call in measures and it was agreed to pursue the matter with the caretaking supervisor to gain employee view of managing such measure in house. This to be active on bank

holidays with a flat rate of £25 paid to the employee on call for the duration of the applicable shift. A procedure to be pursued should the on call facility be accepted.

5.4 – Pension Policy Statement for changing bands mid year due to changed circumstances.

RESOLVED not to apply mid term changes.

5.5 – Annual leave requirements in respect of the Carnival.

RESOLVED no leave to be granted during the week leading up to the carnival.

5.6 – H&S Management & Organisation. It was recognised this was an operational policy and as such is a matter for the P&R Committee.

5.7 – 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 item(s)

5.7a 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 meeting would be held on **Tuesday 17 March 2015 in the Council Chamber at 7pm.**

Confidential item

The Chairman stated that as agreed, agenda items 5.7a to be discussed as a confidential item.

The meeting closed to the press and public at 7.26pm.

8. **Confidential items**

5.7a – Demands and Needs Study. The Clerk advised this matter had been unable to move forward due to the Xmas break and closure of the universities. It was agreed this is a priority matter and beneficial to the Council.

RESOLVED the Clerk is given until 17 February to gain a positive response from the Universities. If unable to do so to invite a representative, or representatives from Claudius Consulting to inspect the office during the day followed by a special meeting with the Staffing Committee in the evening so as to enable the Committee to instruct Claudius Consulting on exactly what is required. The visit to be at the expense of the Parish Council.

The meeting closed at 8pm.