

HELLEDON PARISH COUNCIL

Minutes of the meeting of the Staffing Committee held on Monday 22 June 2015
at 7pm in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT

Mr A Adams - Chairman

Mr I Bond Mr G Britton Mr R Grady Mrs S Gurney Mr J Knowles Mr D King

Mrs P Kirby - Parish Clerk

IN ATTENDANCE

Mary McGivern – Council's appointed HR Consultant

Cllr Adams opened the meeting & welcomed those present and stated that there were two additional items that he regarded as urgent business that needed to be dealt tonight. These were confidential matters for consideration of engaging temporary administrative assistance for office support and substantive employment and would be taken as item 6.1 (iii) & 6.1 (iv) respectively.

1. Absence and Apologies for absence

All members in attendance.

2. Declarations of Interests and Dispensations

None declared.

3. Election of members to Panels

RESOLVED

Staffing Disciplinary Panel - Cllr's Britton, King & Grady
Staffing Grievance Panel - Cllr's Adams, Bond & King
Clerks Annual review Panel - Cllr's Adams, Britton & Gurney
Staff Recruitment Panel - Cllr's King, Gurney & Grady
Dismissals Panel - Cllr's Adams King & Gurney

4. Roles & Procedures of Panels.

RESOLVED to accept the document as presented

5. Public Participation

None in attendance.

6. General Matters

6.1 – 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.

7. Exchange of Information

None

8. Date, time and venue of next meeting

As agreed the next meeting would be held in **The Council Chamber, Diamond Jubilee Lodge on Tuesday 11 August 2015 at 7pm.** However due to matters to be discussed confidentially there may be need for a meeting prior to this.

The meeting closed to the press and public at 7.20pm.

9. Confidential item

6.1 (i) **RESOLVED** to suspend standing orders to allow Mary McGivern to address. Mary McGivern briefed members on the current situation in respect of specific matters for which she was engaged. The current situation was noted. In view of annual leave of personnel involved it was agreed the initial three month period would end 22 September.

Standing orders reinstated.

6.1 (ii) Activity & Resource review. The Chairman briefed members on the situation to date and advised that due to cost measures he had together with Cllr Gurney, the clerk and Mary McGivern met with Mr Jon Madden in respect of assisting with this process in the first instance. Much discussion took place.

RESOLVED to engage Mr Madden for 10 days at a cost of £400.00 per day to assist with addressing the medium to longer term staffing requirements.

6.1 (iii) Administrative Support. In recognition of the staffing demands as highlighted from the initial Activity & Resource investigation and the discussion with Mr Madden consideration was given to employing temporary office assistance.

RESOLVED to delegate to the clerk to act in consultation with the Chairman of the Council to seek and engage appropriate office assistance initially for three months at a rate of pay in the region of £12.50 per hour.

6.1(iv) Caretaker substantive position. The clerk advised the final review had now taken place and recommended the employee for substantive employment

RESOLVED to accept recommendation to employ on a substantive basis with effect from 1 July 2015.

The meeting closed at 8.35pm.