

**Notice of Extra-Ordinary Staffing Committee meeting to be held on
Wednesday 19 April 2017 at 6.00pm in
The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon**

AGENDA

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

WELCOME

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**

(a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – **Please contact the office should any item need clarification**)
3. **To receive approval of minutes of the committee meeting held on 6 March 2017 from those members present at the held meeting**
4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
5. **General Matters**
 - 5.1 To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after item 6
 - 5.2 Update on current staffing matters from Cllr. Knowles
 - 5.3 To appoint temporarily a Proper Officer of the Council and temporarily appoint a Responsible Financial Officer with immediate effect.
 - 5.4 Ratify appointment of procedural panel with immediate effect.
 - 5.5 To authorise funding to recruit a temporary part-time clerical role.
 - 5.6 To agree and ratify on two job descriptions for existing members of staff.
 - 5.7 To authorise funding for caretaker overtime payments for the following occasions:
 - Hours worked between 11pm and 12am.
 - Hours worked between 12am and 1am and hours thereafter.
 - Hours worked over 40 per week which do not fall into the above two categories.
5. **Exchange of Information**
6. **To confirm the date, time and venue of next meeting.**

MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

Mr. Mark Knight Council Administrator dated 12 April 2017