

# Hellesdon Parish Council

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Minutes of the Staffing Committee held on  
Monday 23<sup>rd</sup> January 2017  
at 7pm in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

## **PRESENT**

Mr J Knowles (Chairman)  
Mr G Britton Mr R Grady Mrs S Gurney Mrs S Prutton  
Mrs Kate Leggett (minutes)

## **Welcome**

Cllr Knowles welcomed everyone to the meeting.

### **1 Apologies**

None received but Cllr King was not present.

### **2 Declaration of Interest and Dispensations**

None declared.

### **3 Minutes of the last meeting**

Minutes of the previous meeting were agreed and signed as a true copy.

### **4 Public Participation**

No public were in attendance.

**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), (ii) and (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 after the agenda item which confirms the details of the next meeting.

## 5 General Information

### 5.1

Mrs Leggett left the chamber

- (i) Committee was given an update on the ongoing staffing matters.
- (ii) Discussions re change of hours from staff member. Committee had received a request from a member of staff regarding a change to his contracted hours. Committee discussed and considered the request. **Resolved that Council is unable to accommodate this request. Approved and agreed. Council administrator is to speak to relevant member of staff.**

Mrs Leggett returned to the Chamber

## 6 Exchange of information

**6.1** Other matters pertaining to staff were discussed at length. Cllr Knowles and Gurney are to meet with Mrs Anderson-Dungar to discuss this further in order to bring the matter to conclusion. Suggested meeting date was 31<sup>st</sup> January at 9.30am. Mrs Leggett is to enquire as to Mrs Anderson-Dungar's availability and inform the relevant Councillors.

**6.2** Mrs Leggett left the chamber. Discussion took place regarding an employee currently on a temporary contract. It was resolved to offer the staff member a permanent position. Mrs Leggett returned to the Chamber.

**6.3** Cllr Knowles advised the committee of the need for annual staffing reviews to take place. **It was resolved that these should take place every January by the staffing committee and ratified at the next Full Council meeting. Approved and agreed.**

### Date and Time of Next Meeting

Date and time of next meeting will be set at a later date.