

Hellesdon Parish Council

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Minutes of the Staffing Committee held on
Wednesday 19th April 2017
at 6.00pm 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 Mr D King

Mr Mark Knight – Council Administrator

Welcome

Cllr Knowles welcomed everyone to the meeting and advised that a late item 5.8 will be added to the agenda regarding issues raised by the new SLCC contracts.

The meeting opened at 6.00pm.

1 Apologies

All in attendance.

2 Declaration of Interest and Dispensations

None declared.

3 Minutes of the last meeting

Minutes of the previous meeting held on the 6th March 2017 were agreed and signed as a true copy.

4 Public Participation

No public were in attendance.

5 General Information

5.1 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 5.4, 5.5 and 5.6 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. **All agreed.**

- 5.2 Cllr. Knowles gave a verbal report regarding the process surrounding an appeal by a former member of staff.
- 5.3 It was unanimously **RESOLVED** to appoint Mrs Mo Anderson-Dungar both the **PROPER OFFICER** and **RESPONSIBLE FINANCIAL OFFICER** of Hellesdon Parish Council.
- 5.4 A procedural panel to hear an appeal was ratified as Cllr. Everett. Cllr. Britton and Cllr. Buck with Cllr. Britton as chair.
- 5.5 It was unanimously **RESOLVED** to delegate authority to the Council Administrator to locate and hire a temporary Clerical Officer at 20 hours per week.
- 5.6 The job descriptions of the Facilities Administrator and Head Groundsman were ratified with minor adjustments.
- 5.7 Following discussions on overtime rates for caretaking staff, it was **RESOLVED** to accept the recommendations.
- 5.8 It was **RESOLVED** that the Council Administrator and the Locum Clerk should report back to the committee on issues related to NJC pay scales.

6 Exchange of information

Cllr. King advised the committee on a meeting he had had with the Mint Charity regarding apprenticeships.

Date and Time of Next Meeting

Date and time of next meeting will be set at the Annual Parish Council Meeting.

Meeting closed at 7.23 pm