

Hellesdon Parish Council

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@[hellesdon-pc.gov.uk](mailto:contact@hellesdon-pc.gov.uk)

Minutes of the Staffing Committee held on
Tuesday 23rd March 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 Prutton Mr D King

Mr Mark Knight (minutes)

Welcome

Cllr Knowles welcomed everyone to the meeting.

1 Nominations for and Election of Chairman

Cllr. Knowles as the outgoing Chairman called for nominations. Cllr. Grady proposed Cllr. Knowles who accepted the nomination, which was seconded by Cllr. Britton. It was therefore

RESOLVED that Cllr. Knowles was elected as Chairman for 2017/8.

2 Nominations for and Election of Vice Chairman

Cllr. Grady proposed Cllr. King who accepted the nomination, which was seconded by Cllr. Britton. It was therefore

RESOLVED that Cllr. King was elected as Vice Chairman for 2017/8.

3 Apologies

All were in attendance.

4 Declaration of Interest and Dispensations

None declared.

5 Minutes of the last meeting

Minutes of the previous meeting held on the 19th April 2017 were agreed and signed as a true copy.

6 To consider and agree Scheme of Delegation Committee Terms of Reference for recommendation to Full Council – note amends to Record of Proceedings

This was accepted with one amendment in the penultimate paragraph which will not state that the meeting to be held in September/October every civic year also include the budget setting process.

7 Nominations for and election of members to Panel (s)/Group(s) –

- **Staff Recruitment** – This was **RESOLVED** to be the Chairman of the Council, Vice Chairman of the Council and Chairman of the Staffing Committee.
- **Clerk Review** – This was **RESOLVED** to be the Chairman of the Council, Vice Chairman of the Council and the Chairman of the Staffing Committee.
- **Dismissals** – This was **RESOLVED** to be elected on a case by case basis for review by Full Council, taking into account the details of the matter in hand at any given time.

8 Public Participation

No public were in attendance.

9 General Information

9.1 Report of latest staffing position. Cllr Knowles gave a verbal report updating those present.

9.2 Current position of policy review.

- The Disciplinary Policy was agreed and **RESOLVED** to adopt with one alteration which was to take out reference to Hellesdon Community Centre.
- The Grievance Policy was **RESOLVED** to adopt the policy with one alteration which will increase the time where an appeal (with grounds) needs to be submitted to a lengthier period of time in accordance with other similar authorities. The Council Administrator and Proper Officer of the Council to research this.

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.**

9.3 Process for future staff appointments. It was agreed that a larger discussion needed to be had and more research by Parish Council staff needed to take place before this could be satisfactorily be decided on. This to be reported on at the next meeting.

9.4 Discussion on issues surrounding contracts. Following a report by the Council Administrator certain issues surrounding pro-rata payments to Caretaking and Grounds staff were resolved.

10 Exchange of information

No exchange.

Date and Time of Next Meeting

Date and time of next meeting will be Tuesday 29th August 2017 at 7pm.

Meeting closed at 8.47pm