

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Parish Clerk: Mark Knight

Minutes of the meeting of the Staffing Committee held on
Tuesday 28th August 2018 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT: Cllr J Knowles (Chairman)
Cllr S Gurney Cllr Britton
Cllr S Prutton Cllr D King
Mark Knight – Parish Clerk

The Chairman welcomed Members and opened the meeting at 7.00p.m. It was also moved by the Chairman that items 6.1 and 6.2 would be more appropriate to be discussed in private and it was AGREED to discuss these in confidence.

1. **Apologies and acceptance for absence**
All were present.
2. **Declarations of Interest and Dispensations**
None recorded.
3. **To receive approval of minutes of the committee meeting held on 21st May 2018 from those members present at the held meeting**
These were so adopted.
4. **Public Participation**
No members of the public present.
5. **To discuss any matters arising from the financial report**
The report was presented and the format was explained. Questions were raised about the amount for Childcare Vouchers and PAYE and the Parish Clerk answered them and stressed the need to budget appropriately for both of these in the upcoming 2019/20 budget setting process.

6 **6.3 To approve the Recruitment and Selection Policy and Procedure, Training Policy and Lone Working Policy for recommendation to Full Parish Council for ratification**

Much discussion took place over the policies presented and it was **RECOMMENDED** that the Training Policy and Lone Working Policy be submitted to Full Council for ratification.

With regards the Recruitment and Selection Policy and Procedure it was **AGREED** that further work and research needed to be conducted in conjunction with Broadland District Council and that this policy should be suitably updated and resubmitted for approval at the next Staffing Committee meeting.

6.4 Verbal report on staffing matters from the Parish Clerk

The Parish Clerk gave a report on staffing issues, in particular the change of some contractual details concerning two employees. No other issues were identified.

It was also requested that the IRIS Payroll HR module be purchased at a cost of £40 a month to allow comprehensive back up of all staffing records with access to accurate and real time calculations regarding all payment issues. It was **RESOLVED** to include this in the 2019/20 budget with a trial period beforehand to assess effectiveness.

Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item(s) in view of the confidential nature of the business to be transacted. If resolved, such items to be dealt after the Financial Report.

It was RESOLVED to exclude the press and public as above

6. **General Matters – Confidential Items**

6.1 The Parish Clerk discussed the problems encountered with the handover period.

6.2 The committee stressed the need for attention to detail with regards minutes and suggestions were made on how to rectify this by involving the chairs of the committees.

7. **Exchange of Information**

None for this meeting.

8. **Date, Time and Venue of next meeting**

It was agreed to meet on Thursday 27th September 2019 at 2.30pm at Diamond Jubilee Lodge.

The meeting closed at 8.38p.m.