

**Minutes of the meeting of the Staffing Committee held on  
Thursday 17<sup>th</sup> February 2022 at 3 pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

**Present:** Cllr S Gurney – Chair of the Committee  
Cllr G Britton  
Cllr U Franklin  
Cllr K Avenell  
Cllr B Johnson  
R Reeve – Locum Clerk

The Chairman welcomed members and opened the meeting at 3pm.

**1. Apologies and acceptance for absence**

An apology was received from Cllr David King, this was **ACCEPTED**

**2. Declarations of Interest and Dispensations**

No declarations made or dispensations requested

**3. Approval of minutes of the Committee meeting held on 5<sup>th</sup> January 2022 from those members present at the held meeting**

Minutes had been circulated from the meeting held on 5<sup>th</sup> January 2022. With a correction of date meeting held, it was **RESOLVED TO ADOPT THE MINUTES OF THE MEETING**

**4. Public Participation**

No members of the public present.

**5. Resolution to Exclude the Press & Public**

RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS & PUBLIC FOR THE DURATION OF THE FOLLOWING ITEM IN VIEW OF THE CONFIDENTIAL AND PERSONAL NATURE OF THE BUSINESS TO BE TRANSACTED, SUCH DISCUSSION TO TAKE PLACE AFTER THE ITEM THAT CONFIRMS DETAILS OF THE NEXT MEETING

AGREED BY ALL

**6. Recruitment for the Clerk post**

Councillors were advised of the outcomes from the recruitment of the new permanent Clerk, and the success of Faye Le Bon, and were looking forward to welcoming her once she starts on 28<sup>th</sup> February.

**7. Revision to hours worked for office team**

Senior administration Officer - agreed to employ at hours at 37 hours per week, due to current workload and work priorities

Support Officer - to review later in year, when impact of community centre opening becomes clearer.

Both - to review at staff appraisals towards end of year.

Approved.....

Date.....

HPC Staffing Committee Mins 17<sup>th</sup> February 2022

**8. To agree timings/ documentation for the recruitment of a Grounds Person**

- 8.1 Agree existing grounds person to reduce to 16 hours from 1<sup>st</sup> April, with a meeting to be arranged next week to agree operational details, followed by issue of a letter to amend personal contract terms.
- 8.2 Recruitment of new grounds person – advertisement, job description, pay rate and hours worked were agreed, for recruitment of this role during March.

**9. To agree timings/ documentation for caretaker recruitment**

Upon arrival of new Clerk, an early task will be to progress requested reductions of care taker hours (two persons), whilst checking operational requirements for operation of facilities in the coming months are able to be secured, then to proceed with recruitment of a full time caretaker/ facilities person alongside re-opening of the recreation centre.

**10. Update on other Staffing matters**

Agreed to reduce full time grounds staff hours from 40 to 37, without pay reduction.

**11. Exchange of Information**

Councillors requested that the value for money being obtained from having a contractor locking/ unlocking gates be checked, as better that some/ all of this activity to return 'in-house'.

Councillors remain keen to support further steps better integrate 'outside workforce' activities across grounds/ care taking staff.

Councillors noted that some nearby councils were having difficulty with staff recruitment.

Councillors asked that the availability of staff over the jubilee weekend be checked/ secured if possible, and that close attention be given to staffing over the Christmas period at the end of the year.

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

Late March – date/ timing to be determined.

The Meeting closed at 4:30 p.m.

Approved.....

Date.....