

**Minutes of the meeting of the Staffing Committee held on
Tuesday 27th September 2022 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr L Douglass – Chair of the Committee
Cllr K Avenell
Cllr G Britton
Cllr U Franklin
Cllr S Gurney
Cllr B Johnson
Mrs F LeBon– Parish Clerk
There were no members of the public present.

The Chairman welcomed members and opened the meeting at 7pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr King, these were **ACCEPTED**

2. Declarations of Interest and Dispensations

No declarations made or dispensations requested

3. Approval of minutes of the Committee meeting held on 9th May 2022

Minutes of the meeting of 9th May 2022 had been circulated. It was **AGREED** that these were a true and accurate record of the meeting.

4. Public Participation

No members of the public present

5. To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms the date of the next meeting.

This was **AGREED**.

6. Update on Restructure

The Clerk provided an update on the staff restructure, which was now complete. In addition to this, a new part time caretaker had been recruited as a direct replacement for the part time caretaker resignation in August.

7. To Receive Report on Head Caretaker Recruitment and Consider Options

The Clerk provided a report on the recruitment for the Head Caretaker. The following was **AGREED**:

- That the position should be readvertised on the parish noticeboards, website and facebook.
- Just Hellesdon will be contacted as soon as is practicably possible to see if the position can be advertised in the October edition.
- An online campaign should be run with the EDP at a cost of £199 + VAT

Approved.....

Date.....

- Continue to run a free campaign on Indeed

The Clerk Left the Room

8. To Consider Clerk's Probation Sign Off

It was **AGREED** that that the Clerk's six month probation period, as detailed in her contract of employment, should be signed off.

The Clerk Re-Entered the Room

9. Date, Time and Venue of next meeting

To be arranged, when the latest pay scales are known so as to assist with the budgeting process.

The Meeting closed at 8.20 p.m.

DRAFT

Approved.....

Date.....