

**Minutes of the meeting of the Staffing Committee held on
Tuesday 21st March 2023 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 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 Franklin. These were **ACCEPTED**

2. Declarations of Interest and Dispensations

No declarations made.

3. Approval of minutes of the Committee meeting held on 15th November 2022

Minutes of the meeting of 15th November 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 Adoption of Staff Handbook and Associated Staffing Policies

The Clerk reported that the current staff handbook was out of date. An updated version had been circulated to members, alongside supporting policies which had been sourced from NALC. It was noted that the Councillor/Officer protocol, Dignity at Work Policy, Health and Safety Policy and Whistleblowing Policy had already been adopted by full council.

After a query from Cllr Gurney, clarification was provided on the proposed council stance on members of staff selected for Jury Service.

Subject to the correction of a typographical error, it was **AGREED** to adopt the Staff Handbook and associated policies.

6. To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 7, 8 and 9 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**.

There were no members of the public in attendance

7. To Receive Notification of Completed Staff Appraisals

Approved.....

Date.....

Cllr Douglass reported that the Clerk completed the staff appraisals in December. Cllr Douglass, alongside Cllrs Johnson and Gurney also completed the Clerk's appraisal in December. Cllr Douglass had reviewed all appraisals in January and was pleased with the feedback received from staff, particularly in view of how supported staff felt.

The Clerk explained that the new appraisal form had moved away from the 'scoring system' which had been inherited, a move which was supported by the HR trainer at a recent conference attended, to more open questions to encourage two way dialogue. The second part of the form referred to achievements and mutually agreed objectives for the forthcoming year – which in turn would feed into the next appraisal.

The Clerk Left the Room

8. To Consider Contractual Pay Increase for the Clerk

An increase in salary scale point was **AGREED** for the clerk, payable from 1st April 2023.

The Clerk Re-entered the Room

9. To Consider Increase in Café Staff Hours to Enable Extended Opening of the Café (subject to Community Centre Committee Agreement) and Agree Consultation with Current Staff.

The Parish Council's aspiration for the community café to open more days has always been transparent, and is now being reflected in customer demand. The 2023/2024 budget was set for additional staffing hours to increase café provision, but it was essential that the current staff were consulted as to what would be required in relation to preparation time and food storage to allow for the additional opening hours.

Cllr Gurney reported that she and the Clerk had met with an officer from Broadland Council to discuss local Food Hubs, and a discussion had occurred about additional funding from the Broadland Healthy Choices Fund. It was **AGREED** to apply for a £3,000 grant to support the expansion of the community café, particularly in relation to food storage.

It was **AGREED** that the café should open an extra day a week, with the preference of the committee being a Wednesday to support hirers in the community centre. The café staff should be consulted on the best way to facilitate this as they have the relevant expertise, and should be invited to meet with the Clerk and Cllr Douglass for further discussion.

10. Date, Time and Venue of next meeting

This will be arranged.

The Meeting closed at 8.10pm.

Approved.....

Date.....