

**Minutes of the meeting of the Staffing Committee held on  
Tuesday 18<sup>th</sup> April 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 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**

No apologies received

**2. Declarations of Interest and Dispensations**

No declarations made.

**3. Approval of minutes of the Committee meeting held on 21<sup>st</sup> March 2023**

Minutes of the meeting of 21<sup>st</sup> March 2023 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 items 6 and 7 in view of the confidential and personal nature of the business to be transacted.**

This was **AGREED**.

*There were no members of the public in attendance*

**6. To Agree Application Pack for Cook/Manager Position**

Members considered the revised job description, person specification and advertisement for the Cook/Manager role, in light of a review of the way the café had evolved since opening. Subject to a minor alteration of the job description, this was **AGREED**. Contingencies were discussed in case the role cannot be filled in the timescale specified.

The job is to be marketed as heavily as possible.

It was **AGREED** that a separate committee be recommended to full council for the café. This is to be placed on the May agenda.

**7. To Consider Actions for Staff Relationship Matter**

Approved.....

Date.....

An ongoing matter was reviewed and initial professional advice sought. A initial course of intervention was **AGREED** to seek to prevent escalation.

A report was provided of an additional matter that caused a disagreement between staff members. This matter had been resolved informally to the satisfaction of all parties and it was **AGREED** that any actions that resulted could be rescinded.

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

This will be arranged.

The Meeting closed at 8.30pm.

DRAFT

Approved.....

Date.....