

**Minutes of the meeting of the Staffing Committee held on
Wednesday 23rd August 2023 10.30am in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr L Douglass – Chair of the Committee
Cllr S Gurney
Cllr B Johnson
Mrs F LeBon – Parish Clerk

The Chairman welcomed members and opened the meeting at 10.30am.

1. Apologies and acceptance for absence

Apologies were accepted from Cllr Britton.

2. Declarations of Interest and Dispensations

No declarations made.

3. Approval of minutes of the Committee meeting held on 24th July 2023

Minutes of the meeting of 24th July 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 item 6 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 Consider Staff Request for Flexible Working

The professional report requested by members at the previous meeting had been received and was considered alongside the request. It was **AGREED** to allow the request, but it could not be actioned until another member of staff had been recruited.

To build capacity amongst the caretaking and grounds team it was **AGREED** to recruit for a Caretaker/Gardener for 4 days per week (30 hours). The staffing budget was considered and the cost of the extra days per week could be taken from either the Salary Pay Strain area of the staffing budget, or the holiday/sick pay contingency.

7. To Confirm Date, Time and Venue of Next Meeting

Next meeting to be arranged when required.

The Meeting Closed at 11.15am

Approved.....

Date.....