

**Minutes of the meeting of the Staffing Committee held on
Monday 22nd April 2024 at 3.30pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr L Douglass – Chair of the Committee
Cllr D Britcher
Cllr G Britton
Cllr S Gurney
Cllr B Johnson
Cllr A Lock

Also in Attendance: Mrs F LeBon – Parish Clerk

The Chairman welcomed members and opened the meeting at 3.30pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr Maidstone.

2. Declarations of Interest and Dispensations

No declarations made.

3. Approval of minutes of the Committee meeting held on 6th March 2024

Minutes of the meeting of 6th March 2024 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 to 8 in view of the confidential and personal nature of the business to be transacted.

This was **AGREED**.

The Meeting was Closed to the Press and Public

6. To Consider Administrative Staff Structure and Agree Recruitment Information

A document was provided to members with initial job descriptions of the administration staff and how their roles have evolved since they were initially employed. Suggestions were made as to where tasks would be better allocated. Use of technology was considered for improving roles. Presently the bookings and accounts software can only be accessed via a local server and so are limited to use in most areas of Diamond Jubilee Lodge. To utilise this software in the community centre or any other site remotely would involve upgrading the software to a cloud version. The cost of this would be £137.50 per month, which would cover five users. It was **AGREED** that this should be put before full council.

Changes to the office in the community centre were also discussed.

Approved.....

Date.....

The job description and person specification for the proposed new role of Deputy Clerk were reviewed. These were **AGREED**, subject to amendments, after a proposal from Councillor Gurney and a second from Cllr Britton and the recruitment process could begin so as to allow time for a adequate crossover and training period.

7. To Receive Professional Report and Agree Resulting Actions.

Due consideration was given to the professional report and other associated reports presented to the meeting. It was **AGREED** that further professional assistance was required, after a proposal from Cllr Douglass and a second from Cllr Britton. The Clerk will arrange this.

8. To Receive Update on Caretaker Recruitment

The Clerk reported that six applications had been received and interviews are being held on 25th and 26th April. It is hoped to have someone in place very shortly.

The Meeting was Reopened to the Press and Public

9. Items for the Next Agenda

Further professional advice.

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

To be confirmed once the professional advice has been received.

The Meeting Closed at 4.50pm

DRAFT

Approved.....

Date.....