



Long Stratton Town Council

Manor Road, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

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MINUTES OF THE STAFFING COMMITTEE MEETING HELD 30 JUNE 2021 AT 6PM IN THE PAVILION COMMUNITY ROOM

IN ATTENDANCE: Councillors Baker, Pochin, & Lunness

Town Clerk: Becky Buck, Consultant: Luisa Cantera

1. To open the meeting to invite Luisa Cantera to discuss the resource review with the committee.

The Chairman opened the meeting to allow Luisa to speak.

Following a lengthy discussion, the following was agreed as the way forward.

Luisa will conduct interviews either by phone or via zoom with the following people,

- Becky Buck – Town Clerk
- Jessica Lawton – Admin Assistant
- Mat Pochin – Chairman of Staffing Committee
- Kelly Lunness – Member of Staffing Committee
- Mark Gladding – Internal Scrutineer

Time sheets would be shared and if required amended to include a time resource review. The council will be benchmarked against other Councils for resource, precept, services provided, events etc. An interim report will be provided. The review will conclude towards the end of September and will include a report with recommendations. At the clerk's request if additional resource is proposed, Luisa will also identify what that potential role would look like and a recommended scale point range for the Council to consider.

2. To close the meeting following Luisa Cantera's participation

The Chairman closed the meeting following Luisa's contribution, Luisa left the meeting.

3. To consider apologies for absence

Councillor Callaghan gave apologies for health reasons, these were accepted by the Committee.

4. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensations received.

5. To adopt the minutes of the meeting held on the 30th June 2021 as a true record.

The minutes of the meeting held on the 30th June were approved by the Committee and signed by the Chairman as a true record.

6. AOB (for information only)

A discussion was had regarding staffing matter that may arise as the Pavilion reopens. The Clerk advised that she keep the Committee informed.

With there being no further business the Chairman closed the meeting at 19:35

SignedDate.....