



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 23 JUNE 2021 AT 6PM IN THE PAVILION COMMUNITY ROOM

IN ATTENDANCE: Councillors Baker, Pochin, Gladding, Lunness & Callaghan

Town Clerk: Becky Buck

1. To consider apologies for absence

No apologies for absence were received.

2. To receive disclosures of interest and dispensations

There were no disclosures of interest and dispensation received.

3. To discuss and decide on Terms of Reference for recommendation to Council.

The committee reviewed the terms of reference and made the following amendments.

Item 8, additional bullet point stating

- To interview and employ officers subject to Terms and Conditions approved by Full Council.

Item 13, add in 'per item' following £750

Item 15, add in 'subject to Full Council approval' after Ear Marked Reserves.

4. To dismiss members of the press and public under the Public Bodies (admission to meetings) Act 1960 due to the disclosure of confidential information (staffing matters)

There were no members of the press or public present to dismiss.

5. To discuss and decide on actions required as a result of the Clerks Occupational Health report.

The Clerk shared her occupational health report with the staffing committee and the following was identified:

- The Clerk requires additional equipment in her home office. The equipment will be identified through a DSE risk assessment but it will include a separate keyboard for the Clerks laptop and an office chair in the first instance.
- It identified that the Clerk was 100% fit for purpose.
- It identified there was a perceived high work load, this was also mentioned as a result of the Internal Audit.

6. To discuss and decide on the best way to conduct a resource review

Following a lengthy discussion, the committee asked the Clerk to approach NPTP and HR Consultants for quotes and the committee will reconvene on Wednesday 30th June to discuss and decide on the findings.

7. To discuss and decide on any other matters pertaining to HR

The committee (with delegated powers to employ from 14th June full council meeting) agreed an interview panel of Councillors Baker & Lunness for the caretaker/ cleaner role.

With there being no further business the Chairman closed the meeting at 19:23

SignedDate.....