

Staffing Committee Meeting minutes 3rd April 2024 Brundall Memorial Hall

Present: Chairman Cllr K Wilkins, Cllr G Buckley, Cllr C Whitehouse, Clerk Claudia Dickson.		
Minute	Details	Action
	Housekeeping	
SC068	Apologies for Absence Cllr L Britt	
SC069	Declarations of Interest None received.	
SC070	Minutes of the Last Meeting Resolved to approve the Minutes of 22 nd January and confidential notes for SC057.	
SC071	Compassionate and Bereavement Leave Policy and Absence Policy It was decided that the 2 policies should be combined and reconsidered, to include the ability to request an unpaid leave of absence. Clerk to revise.	Clerk
SC072	Expenses Policy The policy presented was for both Councillors and staff. Separate policies are needed in order to separate the different types of expense claims. Clerk to revise.	Clerk
SC073	It was resolved to close the Meeting under the Public Bodies (Admissions to Meetings) Act 1960 to discuss confidential staff matters.	
SC074	Hours and scale point offered to the Deputy Clerk and Asset Manger The hours and scale point offered to the Deputy Clerk and Asset Manager have been agreed and accepted as per those approved by full Council.	
SC075	Contract details for the Deputy Clerk and Asset Manager The contract for the Deputy Clerk is modelled on the new NALC template and was approved by the Committee.	
SC076	Administration Assistant hours from the 18th April The Admin Assistant is starting an additional job on the 18 th April and will not be able to continue doing 12 hours per week. A reduction to 4 hours per week was approved.	
SC077	Staffing Structure and Reporting Responsibilities The job descriptions for the Clerk and Deputy Clerk will be shared with the Staffing Committee for discussion at the next meeting. The Committee considered whether the Council should think about employing a handyman in house. The Clerk was asked to provide a feasibility study looking at potential wages and on costs based on 5 hours a week.	Clerk Clerk
SC078	Items for the next Agenda (not for discussion) Job descriptions Appraisal system	

SC079	Calendar Dates for the Year Ahead: 19 th June 2024	
	Signed as a true record..... Date.....	