

Minutes of the Staffing Committee meeting held on the 16th October 2025 at 9:30 am at Brundall Memorial Hall, Links Avenue, Brundall NR13 5LL

In attendance: Cllr K Wilkins (Chair), Cllr K Applegate, Cllr L Britt

Clerk: Mrs C Dickson

1. Apologies for absence

None.

2. Declarations of interest

None received.

3. Minutes of the last meeting

The minutes of the meeting held on the 3rd December 2024 were APPROVED and signed by the Chair.

4. To consider whether the Council needs a Training Policy

This was referred to the committee by the Advisory and Scrutiny Committee.

Any training policy should include guidance on appropriate training for the role, including refreshers as necessary. Criteria should include what is scope of role and what training is needed.

New Councillors should be at least offered an introductory training course, including standards.

Any specialist training, eg planning, GDPR, finance, should be about the responsibility the Council has regarding that topic.

A policy should include a list of priority areas, eg play equipment, supervision, finance, planning, H&S for the MO.

The **Clerk** will draft a policy to bring to the next meeting.

5. To confirm the contract terms and conditions for the Maintenance Operative

This was CONFIRMED by the committee.

There should be a review after 6 months with consideration of making the role permanent from March/April. This will need input from Land Management as to whether it is working but the recommendation will be from the Staffing Committee.

The number of hours worked is currently 10 not the 14 budgeted for. This will be monitored.

The holiday cover that has been arranged by the MO is working well.

6. To receive an update on the staffing salary payment review – Cllr Britt

Cllr Britt has observed the payments but has had problems accessing the spreadsheets. The Clerk will meet Cllr Britt to enable access.

The committee recommended investigating a Council credit or debit card to prevent staff needing to use personal cards.

7. To consider a request from the Social Media Group for the Clerks to take on the responsibilities of creating the Facebook posts and responding to messages

This has now been superseded by more input from the Clerk and less from the Deputy Clerk (RM)

The Deputy Clerk (RM) no longer contributes to Social Media posts, which were outside her job description. There are now clear expectations about what staff are required to do.

Ideas for Social Media posts are to be included on all committee agendas from now on to widen the areas posts are being drawn from.

8. To consider a resolution to close the Meeting under the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following:

- a) Update on 3 month and end of probation review for Deputy Clerk Clare Watkins

Clare Watkins passed both her 3 month and end of probation reviews and was confirmed as a permanent employee. This was RATIFIED by the committee.

b) To update on staff hours

The committee was appraised of a change to a member of staff's hours and how much flexi-time members of staff have accrued.

The office move went well and staff morale has improved.

9. Items for next Agenda

Clerk appraisal – a date was confirmed

10. Date of next Meeting: 12th March 2026 at 09:30.

Signed: Date: