

DEREHAM TOWN COUNCIL

7th September 2021

At a virtual meeting of the **Personnel** Committee held on Tuesday 7th September 2021.

Present Councillors H King (Chairman), S Green, C Bunting and K Cogman.

Also present: Town Clerk Tony Needham and Councillor H Clarke.

1. **To receive apologies for absence.**

Apologies for absence were received from Councillor L Monument.

2. **Declaration of Interest.**

There were no declarations of interest.

3. **Exclusion of press and public**

Proposed by Councillor H King, seconded by Councillor S Green it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

4. **To discuss staffing issues.**

The committee discussed recent staff changes with the Clerk and gave the Clerk a steer on how to progress matters

The committee recommended that the Facilities Manager post not be recruited for 6 months and that the job description be reviewed and compared with similar positions elsewhere in 6 months.

The committee recommended that the Office Admin post be advertised as full-time or part-time down to a minimum of 25hrs spread over 4 or 5 days. That the Council continue to be open to requests for more flexible working where it is justified and mutually beneficial.

The Committee recommended that the Clerk be given delegated authority to extend the hours of the bar manager role by up to 8 hours per week to take on more of the Memorial Hall admin function. The hours would be balanced by another member of staff reducing their hours by a similar amount.

Chairman