

# **HP HC HELLEDON PARISH COUNCIL**

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: parishclerk@hellesdon-pc.gov.uk

**Notice of Staffing Committee meeting to be held on  
Monday 28 September 2015 at 7pm in  
The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon**

## **AGENDA**

### **The Openness of Local Government Bodies Regulations 2014**

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

### **WELCOME**

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
  - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.  
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – *Please contact the office should any item need clarification*)
  - (b) Clerk to report any written requests for dispensation in respect of items on this agenda.
3. **To receive approval of minutes of the committee meeting held on 22 June 2015 from those members present at the held meeting**
4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)  
Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
5. **General Matters**
  - 5.1 To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after item 7
    - (i) To consider suspension of standing orders in order to receive communication from the Council's appointed HR consultant in respect of current staffing matters and to consider and ratify as appropriate upon advice received.
    - (ii) To receive report from JRM following engagement in respect of staffing requirements
    - (ii) Motion to Council. That with immediate effect the Clerk becomes responsible for administering staff discipline. This change in procedure in no way effects the right of a staff member to appeal to the Council's Appeal Panel if they believe the award of a disciplinary action is unjustified. (Cllr Adams)
    - (iv) To consider draft Capability Policy & Procedure
    - (v) To consider renewal of current HR Consultant Contract
    - (vi) To receive a report on the annual appraisal process
    - (vii) To consider eligibility of early payment of deferred pension benefits of a former employee

6. Exchange of Information
7. To confirm the date, time and venue of next meeting – next ordinary meeting which will include consideration of the committee budget set for Monday 19 October

**MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND**

*Mrs Patricia Kirby* Clerk to the Council      dated *21 September 2015*