

**Minutes of the meeting of the Staffing Committee held on  
Thursday 11<sup>th</sup> July 2024 at 7pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

**Present:** Cllr L Douglass – Chair of the Committee  
Cllr D Britcher  
Cllr G Britton  
Cllr B Johnson  
Cllr A Lock  
Cllr D Maidstone

Also in Attendance: Mrs F LeBon – Parish Clerk

The Chairman welcomed members and opened the meeting at 7pm.

**1. Apologies and acceptance for absence**

Apologies were received from Cllr Gurney

**2. Declarations of Interest and Dispensations**

None made

**3. Approval of minutes of the Committee meeting held on 8<sup>th</sup> May 2024**

Minutes of the meeting of 8<sup>th</sup> May 2024 had been circulated. It was **AGREED** that these were a true and accurate record of the meeting.

**4. Public Participation**

No members of the public present

**5. To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 6 to 10 in view of the confidential and personal nature of the business to be transacted.**

This was **AGREED**.

*The Meeting was Closed to the Press and Public*

**6. To Shortlist Application for Deputy Clerk and Appoint Interview Panel**

The candidates to be interviewed were **AGREED** after a proposal from Cllr Douglass and a second from Cllr Maidstone, with the interviews to take place on Thursday 25<sup>th</sup> July. The panel will consist of Cllrs Britcher, Douglass and Lock, with the Clerk in attendance.

All candidates will also be invited for an informal guided tour of the Parish Council at a time to be mutually agreed between the Clerk and the candidate.

The Clerk will circulate the draft interview questions for consideration.

The Panel will have delegated authority to agree the successful candidate and offer the role.

Approved.....

Date.....  
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**7. To Receive Update on Facilities Recruitment and Agree Actions for Recruitment.**

The committee carefully considered the results of the application process and **AGREED**, after a proposal from Cllr Maidstone and a second from Cllr Johnson, an action for recruitment with associated terms and conditions of employment

**8. To Consider Options for the Staffing of the Community Café**

A report was provided to the committee with options to consider. An option was **AGREED** by the committee which ought to be mutually beneficial. A method of filling the vacant days was also **AGREED**.

**9. To Receive Report into Agency Cover for the Community Café**

A report was circulated on how recent agency cover had enabled to the café to continue running with no reduction in menu, to the benefit of the café customers. It was **AGREED** that agency cover be permitted for the role of Cook Manager when required after a proposal from Cllr Johnson and a second from Cllr Britton.

**10. To Agree Job Evaluation Project and Timeline for Completion**

A report was provided into the Parish Council becoming ever more expansive and innovative with it's services to the public, and the roles of the staff supporting these services. It was **AGREED** to create a working group consisting of Cllr Maidstone, Cllr Johnson, the Clerk and the Facilities Manager to evaluate the roles, speak to staff, and feed back to the Staffing Committee. This project should be completed in time for the budgeting process.

*The Meeting was Reopened to the Press and Public*

**11. Items for the Next Agenda**

Feedback from the Job Evaluation Working Group.

**12. To Confirm Date, Time and Venue of Next Meeting**

To be confirmed.

The Meeting Closed at 7.47pm

Approved.....

Date.....  
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