

**Minutes of the meeting of the Staffing Committee held on
Monday 27th January 2025 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 S Gurney
Cllr B Johnson
Cllr A Lock

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 Maidstone.

2. Declarations of Interest and Dispensations

None raised.

3. Approval of minutes of the Committee meeting held on 7th November 2024

Minutes of the meeting of 7th November 2024 had been circulated. The minutes were **AGREED** as a true and accurate record of the meeting and were signed by the Chairman.

4. Public Participation

No members of the public present

5. To Agree Policy on Sexual Harassment

A draft policy was circulated. It was **AGREE** to adopt this document after a proposal from Cllr Britton and a second from Cllr Britcher.

6. To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 7 to 9 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

7. To Agree Implementation of Job Evaluations

Cllr Douglass thanked everyone involved in this process. It was **AGREED** to proceed with the recommendations of the job evaluations, with the exception of the role of Senior Admin Officer, which will be discussed under item 8.

8. To Agree Job Description, Person Specification, Hours and SCP for Administration Vacancy.

A draft job description, person specification, hours and SCP had been circulated. This was **AGREED** as tabled. The job will be advertised by the 31st January, for a period of three weeks.

Approved.....

Date.....

9. To Receive Update on Facilities Team Vacancy

It was reported that, after interviews on 23rd January, a successful appointment had been made. The successful candidate starts on Monday 3rd February.

The Meeting was Reopened to the Press and Public

10. Items for the Next Agenda

Update on Admin Vacancy
Clerk Recruitment.

11. To Confirm Date, Time and Venue of Next Meeting

Monday 10th February at 7pm

The Meeting Closed at 7.16pm

DRAFT

Approved.....

Date.....