

**Minutes of the meeting of the Staffing Committee held on
Monday 10th February 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
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

All members present.

2. Declarations of Interest and Dispensations

None raised.

3. Approval of minutes of the Committee meeting held on 27th January 2025

Minutes of the meeting of 27th January 2025 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 Review Staff Handbook and Associated Staff Policies

The only addition to the staff handbook was a section on Sexual Harassment as a result of the new duty under the Equality Act 2010 and the subsequent adoption of a sexual harassment policy by the Parish Council. It was **AGREED** to adopt the updated handbook subject to the removal of the wording 'and control' on page 2, para 2, line 3 of the handbook.

All staff will receive an updated copy of the handbook.

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 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

7. To Receive Notification of Incident after Staff Member Leaving

The report had been previously circulated and the conclusion **ACCEPTED**.

Approved.....

Date.....

8. Administration Vacancy

a) To Receive Update on Recruitment Process

A report had been previously circulated on the number of applicants to date. The Clerk updated this figure since the report was generated. In accordance with the Recruitment Policy, shortlisting is to be done by the Chair of the Staffing Committee, the Clerk and the direct line manager. It was **AGREED** that the shortlisting should be done by The Chair of the Staffing Committee, the Clerk (or Locum) and Deputy Clerk.

b) To Agree Interview Panel

The interview panel was **AGREED** as Cllr Johnson, Cllr Maidstone and Cllr Lock, with Cllr Britton in reserve. It was recommended that the Deputy Clerk is the direct line manager representative on the Interview Panel.

c) To Agree Date of Interviews

This was **AGREED** as Monday 3rd March, commencing at 9.30am.

9. Clerk Vacancy

a) To Agreed Job Description, Person Spec and SCP for Vacancy

The job description with proposed amendments had been circulated. Further discussion occurred about out of hours work and it was **AGREED** that the job description should be explicit about evening meetings and adopted as amended. However, concerns were raised about the regular out of hours work for the community fridge. This should be passed to the Community Café Committee for consideration and for a recommendation to the Staffing Committee.

The person specification with proposed amendments had been circulated. This was **ADOPTED** as amended.

It was **AGREED** that the salary scales required review prior to advertising the position.

b) To Agree Interim Arrangements

Subject to full council agreement on 11th February, the Clerk will leave on 22nd March and receive holiday pay for holiday not taken.

A locum will be required, with support from the Deputy Clerk. The Clerk will speak with Norfolk ALC about availability. This should be for 3 days per week and then reviewed if required.

10. To Receive Update on Appraisal Process

The Clerk reported that staff appraisals were conducted over the period of 13th to 21st January 2025. All appraisals have been written up and passed to the appropriate member of staff for signing. It was **AGREED** that three members of the Staffing Committee should review the appraisals. These were Cllrs Douglass, Johnson and Britcher. These will be conducted in the council chamber to ensure no documentation leaves the building. A date for this will be arranged.

The Meeting was Reopened to the Press and Public

11. Items for the Next Agenda

- Update on Admin Vacancy
- Scale Point Review for Clerk role
- Clerk Recruitment and Locum Arrangements
- Correspondence from Support Officer
- Volunteers in the café

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

Thursday 27th February at 7pm

The Meeting Closed at 8.15pm

Approved.....

Date.....