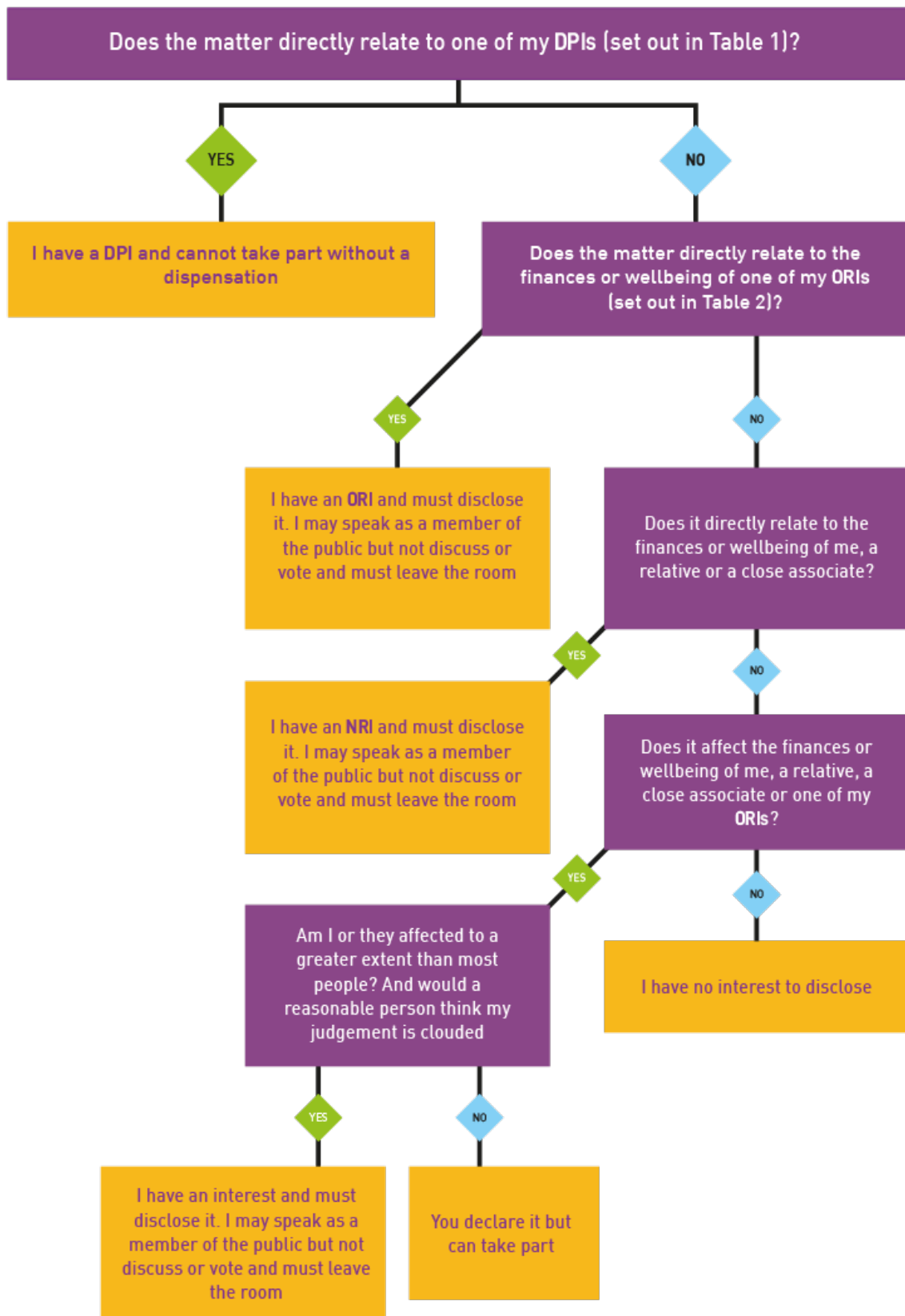


## Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

### **Table 2: Other Registrable Interests**

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**Minutes of the meeting of the Staffing Committee held on  
Monday 10<sup>th</sup> 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 27<sup>th</sup> January 2025**

Minutes of the meeting of 27<sup>th</sup> 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.....

HPC Staffing Committee Minutes 10<sup>th</sup> February 2025

## 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 3<sup>rd</sup> 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 11<sup>th</sup> February, the Clerk will leave on 22<sup>nd</sup> 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 13<sup>th</sup> to 21<sup>st</sup> 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 27<sup>th</sup> February at 7pm

The Meeting Closed at 8.15pm

Approved.....

Date.....

HPC Staffing Committee Minutes 10<sup>th</sup> February 2025

## **Hellesdon Parish Council Staffing Committee Meeting**

**27<sup>th</sup> February 2025**

### **Item 5 – To Receive on Administration Vacancy**

Report Date 18<sup>th</sup> February 2025

As of the date of this report, there have been 80 expressions of interest for the role via Indeed and 18 physical applications.

The closing date for the position is 21<sup>st</sup> February and shortlisting will take place on Monday 24<sup>th</sup> February.

The interviews will be on Thursday March 3<sup>rd</sup> with the interview panel being Cllr Johnson, Cllr Maidstone and Cllr Lock, with Cllr Britton in reserve.

## **Hellesdon Parish Council Staffing Committee Meeting**

**27<sup>th</sup> February 2025**

### **Item 6 – Clerk Vacancy**

Report Date 18<sup>th</sup> February 2025

#### **a) To Agree SCP / SCP Range for Clerk Position**

SCP to be agreed based upon the SLCC calculation documentation presented at the Parish Council meeting on 11<sup>th</sup> February, also appended to this report.

#### **b) To Agree Date for Staffing Committee for Shortlisting**

Further to the policy for recruitment of Senior Staff, applications redacting personal data will be sent to the Staffing Committee for shortlisting. Could members please consider an appropriate date for this meeting, based upon anticipated timelines for advertising.

#### **c) To Receive Update on Locum Role**

The Norfolk Association for Local Councils was contacted on 12<sup>th</sup> February to ask about the availability of Locum Clerks. On 14<sup>th</sup> February Norfolk ALC advised that they had passed on the council's request to one of their locums who should be contacting the council. No contact had been made by 20<sup>th</sup> February, so Norfolk ALC will chase.

## **ADVICE NOTE:**

### **Job Evaluation – How to evaluate the Clerks job**

The NALC/SLCC Joint Agreement on Terms and Conditions published in April 2005 introduced a new approach to job evaluation, placing town and parish council jobs on an equal footing with other local government roles. This Advice Note explains the process for evaluating a clerk's job.

- Prepare a Job Description. What is the job required to do? Why does the position exist? What are the main responsibilities and accountabilities?
- Identify the quantitative measures for the council; gross budgeted income, precept, number of councillors, number of staff, meetings per year, statutory and delegated functions.
- Agree the contents of the Job Description with the full council or Personnel/Staffing committee. This process does not lend itself to being discussed by large groups of interested parties and is better delegated to a small committee or working party to make its recommendations to the full council.
- Identify the standard Job Profiles 1 to 4 in the national agreement (reproduced as appendix 1 to this document). Which one most closely relates to the role? This is called "slotting" and gives you a foundation for further analysis.
- Each profile contains a series of 8 statements or paragraphs about aspects of the job.

Each statement relates to an element of a job. These are presented in the same order in each of the four profiles;

- Knowledge
- Mental skills
- Interpersonal and Communication Skills
- Initiative and independence
- Responsibility for People
- Responsibility for Supervision/direction of Employees



- Responsibility for Financial Resources
- Responsibility for Physical Resources

There is fuller description of each of the 8 elements in appendix 2 below.

- Go through each of these 8 elements one by one and decide which Profile best describes the job that your council requires the clerk to do. If none of the statements across the four profiles exactly match the job you may need to allocate a split score e.g. 2/3 or shade the levels e.g. 2+ or 3-
- Once you have reviewed the job description against all 8 elements you will have a list of 8 numbers. If all 8 are exactly the same e.g. all "2"s, then the job will be evaluated as a LC2 substantive for salary calculation. "Substantive" in this sense means that the job satisfies all the criteria in the relevant job profile. "LC" is simply shorthand for Local Councils.

If you have mostly "2's", with a few 2/3 or 2+ or 3- levels then you may be looking at an LC2 above substantive score. Conversely, mostly 4s with some 3s or 3/4's or 3+s will give rise to an LC4 below substantive score. This leads to 4 possible Profiles and within each, 3 possible ranges so clerks can be paid against one of 12 possible salary ranges (see appendix 3 below).

This process is known as "benchmarking" the job i.e. comparing with other similar sets of skill requirements, expertise and responsibilities and deciding where the job is best positioned against these.

- Salary Determination - Each LC profile and each of the three ranges within the LC profiles cover a range of salary levels which are known as spinal column points or "SCP" for short. The spinal column points used are those of the National Joint Council for Local Government Service which enables clerks' jobs and salaries to be compared with other positions in local government.
- The SCP's for council Clerk jobs start at 5 and go up to 62. This is the updated range, which was amended in 2019 and replaced the old scale.
- Having established the benchmark salary range e.g. LC2 below substantive for the post, the Council will

EITHER

- Adopt the appropriate salary scale within the range. The salary will rise annually, by automatic increase on the 1st April each year (or such other date as may be agreed between NALC and SLCC) by incremental steps, to the scale maximum.

OR

- Adopt a single salary point (a 'spot salary') within the range. Where a single salary point is adopted, the Council should review the salary annually.

11. It is not advisable to work back from the salary scales in a "what can we afford?" approach to job evaluation – this is not generally a good way to create trust or equity.

12. **JOB NOT PERSON.** Remember throughout the process that job evaluation is designed to reward employees for what they are employed to do not necessarily what they would like to do or could do given their experience or expertise. Performance or capability issues are not taken into account during an evaluation exercise but may influence the salary setting process for individual job-holders in that the following factors may increase the scp on which the clerk commences following evaluation;

- experience and expertise
- qualification
- whether the clerk is also the responsible Financial Officer
- whether the council has developed increased functions as a result of Quality Council status or Band C/ Best Value applicability
- the extent of functions devolved from principal authority level
- staffing levels

In addition, under the National Agreement, professional development through a recognised institution or programme will be rewarded by a salary movement of one upward point on the spinal column in respect of each level attained.

13. Where the Clerk has exceptional responsibilities which would not be sufficiently remunerated by LC4 upper range it is recommended that a salary is fixed after a formal evaluation and joint consultation with NALC and the SLCC.

14. Arbitration – if a council and clerk cannot agree on a job evaluation outcome or both parties would prefer an independent and impartial view of the job there is an NALC:SLCC Joint arbitration panel which provides council and job-holder with a score to which both parties agree to be bound. There is an administration fee for this service. More details on appendix 4 below.

## **APPENDIX 1**

### **PROFILE 1**

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge. **e.g. *Small or medium parish.***

The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The job involves;

Exchanging orally or in writing varied information with a range of audiences:

or:

Exercising advisory, guiding, negotiating or persuasive skills: e.g. Up to 6 meetings a year

- The job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The jobholder generally has access to guidance on unusual or difficult problems. e.g. No devolved functions
- The job involves some direct impact on the wellbeing of individual, or groups of people, through undertaking tasks or duties, which are to their direct benefit, or impact directly on their health and safety.
- The job involves limited, or no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or advice and guidance, to new employees, or others e.g. No Staff

The job involves some direct responsibility for financial resources. The work regularly involves either:

Handling of cash, or processing of cheques, invoices or equivalent or:

Being accountable for small expenditures from an agreed budget or equivalent income e.g.

**Typical budget of up to £25,000**

The job involves some direct responsibility for physical resources. The work regularly involves either:

Some responsibility for security of buildings, external locations or equivalent

Or:

Day-to-day maintenance of equipment or premises: Or:

Ordering, or stock control of, a limited range of supplies.

## PROFILE 2

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge **e.g. Small or medium parish.**

The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The job involves either:

Exchanging orally or in writing varied information with a range of audiences: or:

Exercising advisory, guiding, negotiating or persuasive skills **e.g. 6 – 12 meetings per year.**

The job involves working within recognised procedures, within which the jobholder is required to organise own workload. The work involves making decisions as to when and how duties are to be carried out and responding independently to unanticipated problems and situations. The jobholder generally has access to guidance on serious problems e.g., 2 devolved functions.

The job involves considerable direct impact on the well-being of individual, or groups of, people **e.g., Many statutory functions**

The job involves considerable direct responsibility for the supervision, direction, co-ordination or training/development of other employees. The work involves the allocation of work to a small group or team, checking of work, and the direction of staff, including, where appropriate, on-the job training. **e.g., Small team of up to 10 staff.**

The job involves considerable direct responsibility for financial resources. The work involves either: Accounting for large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important

or:

Being accountable for considerable expenditures from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums. **e.g., Typical budget £25,000 – £250,000**

The job involves considerable direct responsibility for physical resources. The work involves either:

Cleaning, maintenance and repair of a range of equipment, buildings, external locations or equivalent or:

Security of buildings, external locations or equivalent or:

Ordering, or stock control of, a range of equipment and supplies

### **PROFILE 3**

The job requires theoretical plus practical and procedural knowledge in a Specialist area or an equivalent level of organisational, procedural and policy Knowledge **e.g., Large parish/small town.**

The job requires analytical and judgmental or creative and developmental skills, where there is need to interpret information or situations and to solve varied problems or develop solutions or plans over the short term.

The job involves:

Exercising developed advisory, guiding, negotiating or persuasive skills in order to encourage others to adopt a particular course of action:

or

Exchanging orally and in writing complicated or sensitive information with a range of audiences e.g. 12 meetings plus 2 committees.

The job involves progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access guidance. The jobholder consults a supervisor/ manager for advice on policy or resource issues **e.g. 3 delegated functions**

The job involves high direct impact on the well-being of individual, or groups of people **e.g. Most statutory functions.**

The job involves high direct responsibility for the supervision or management, direction, co-ordination or training/development of other employees. The work involves supervising, directing and co-ordinating the work of a group of staff covering more than one area of activity or in more than one workplace, including allocation of work, and evaluation and appraisal of the work carried out. **e.g. Large team 10-20 staff.**

The job involves high direct responsibility for financial resources. The work involves either: Accounting for very large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important or: Being accountable for large expenditures from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums **e.g. Typical budget £250,000 –£750,000**

The job involves high direct responsibility for physical resources. The work involves either: Adaptation, development or design of a wide range of equipment, land, buildings, other construction works or equivalent, or: Security of a range of high value physical resources or: Ordering of a wide range of equipment and supplies

## PROFILE 4

The job requires advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge **e.g. Large town**

The job requires analytical and judgmental or creative and developmental skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term.

The job involves

Exercising highly developed advisory, counselling, negotiating or persuasive skills, or advocacy, in order to convince others to adopt courses of action they might not otherwise wish to take:

or

Exchanging orally and in writing complex and contentious information with a range of audiences, including non-specialists: **e.g. 12 meetings per year plus 5 committees**

The job involves progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access to others.

The job involves a major direct impact on the well-being of individual, or groups of people. The jobholder has responsibility for taking decisions, which may affect the future wellbeing and circumstances of individuals. **e.g. Most statutory functions in large town.**

The job involves a major direct responsibility for the management, direction, coordination and development of significant numbers of other employees, covering several different areas of activity or in several geographically dispersed workplaces. The work involves the organisation, allocation and reallocation, as appropriate, of areas of work and the evaluation of activities and working methods **e.g. 20 + staff.**

The job involves a major direct responsibility for financial resources. The work involves being accountable for very large expenditures from an agreed budget or equivalent income. The responsibility includes contributing to the setting and monitoring of the relevant budget(s) and ensuring effective spend of budgeted sums **e.g. Budget in excess of £750,000**

The job involves a major direct responsibility for physical resources. The work involves either: Security of a wide and very high value range of physical resources

or:

Ordering of a wide and high value range of equipment and supplies.

## **APPENDIX 2**

### **Elements of Job Evaluation process**

- **Knowledge**

Consider the type of knowledge, what that knowledge is needed for and for what purpose and how that knowledge may be acquired. Knowledge will probably include literacy and numeracy, procedures, equipment, administrative systems, organisational, specialist/technical, languages/cultures.

- **Mental skills**

These include fact-finding, analytical, problem solving and judgemental skills plus creative and developmental skills, planning and strategic skills.

- **Interpersonal and Communication Skills**

All the skills related to developing working relationships with others such as staff, Members, the public, contractors and other partners in the community. They include advocacy, training, teamworking, motivation, advising/guiding, persuading and influencing, counselling, negotiating,

oral and written communication, presentation skills.

- **Initiative and independence**

This element considers how much the job-holder is free to exercise initiative and take independent action and plan his/her own work. The nature and level of guidance and direction available the existence of policies, procedures and precedents and whether the Clerk works alone or with others are all relevant which assessing this aspect of job size.

- **Responsibility for People**

This involves the responsibility the job-holder has for the physical, mental, social, economic and environmental well-being of any people other than employees. Health and safety responsibilities will feature in this element.

- **Responsibility for Supervision/direction of Employees**

What challenges does the job-holder face when managing/supervising/training/co-coordinating or developing others? How many employees are there? What sort of work are they engaged in? what kind of management is required? What are the challenges faced by people working in different locations?

- **Responsibility for Financial Resources**

This element includes cash, cheques, debits and credits, invoices, budgets and income including precept, business planning and long term development of financial resources.

- **Responsibility for Physical Resources**

These resources can cover premises, systems, tools, equipment, vehicles, plant and machinery, covering upkeep, repair, security, significant assets, planning relating to these resources.



### **APPENDIX 3**

#### **Spinal Column Points (SCP) for each LC profile in the evaluation of Clerks' jobs**

Updated to reflect the change in SCP's made from 1st April 2019

<b>Scale</b>	<b>Points below substantive range</b>	<b>Substantive benchmark range</b>	<b>Points above substantive</b>
<i>LC1</i>	<b>5 &amp; 6</b>	<b>7 – 12</b>	<b>13 – 17</b>
<i>LC2</i>	<b>18 – 23</b>	<b>24 – 28</b>	<b>29 - 32</b>
<i>LC3</i>	<b>33 – 36</b>	<b>37 – 41</b>	<b>42 – 45</b>
<i>LC4</i>	<b>46 - 49</b>	<b>50 - 54</b>	<b>55 - 62</b>

### **Appendix 4**

**National Association of Local Councils**

**109, Great Russell Street, London, WC1B 3LD**

and

**Society of Local Council Clerks**

**1, The Crescent, Taunton, Somerset, TA1 4EA**

#### **National Agreement on Salaries and Conditions of Service of Local Council**

#### **Clerks in England and Wales-2004**

## Joint Appeals Process

The process will be jointly managed by NALC and the SLCC with the SLCC providing the administration of the scheme. The process will be as follows.

- Where the Council and Clerk cannot agree on the appropriate salary point for the role in question application can be made either to NALC or to the SLCC for an evaluation to be carried out under the joint appeals process.
- All requests for appeals will be routed to the SLCC Taunton Main office who will issue application forms. Stationary will be jointly badged.
- The application form will be completed by the Clerk and the councillor(s) who has/have been designated to act by the council. It will include an undertaking by both parties to abide by the decision arrived at. The form is returned to the SLCC with the appropriate payment in line with the following scale.

gross budgeted income (£)		
Fee (£)		
<£ 10,000	.....	£100
£10,000-50,000	.....	£150
£50,000-£250,000	.....	£200
£250,000-£500,000	.....	£300
>£500,000	.....	£400

- The SLCC will issue a job evaluation questionnaire with appropriate guidance to be completed jointly by the Council and the Clerk. This will be completed as fully as possible signed by both parties and returned to the SLCC.
- Where a council and Clerk are unable to agree on how to complete the form NALC/SLCC may provide, on request, some additional assistance. This will be provided at additional cost which will be charged to the Council.
- The SLCC will, in conjunction with NALC timetable regular appeals panels according to the level of demand. Panels will consist of equal numbers of evaluators from both organisations sufficient to consider the appeals on hand. It is envisaged that panels will not need to meet more than once a quarter. Having timetabled an individual case the Clerk and council will be notified of the date of the panel.

- The panel will meet and cases will be allocated to pairs of evaluators (one NALC one SLCC) who will undertake an evaluation in accordance with the agreed approach. Each evaluation team will try to reach agreement on the evaluation score and the appropriate pay grading within the 2004 agreement. In the event that they are unable to reach agreement a second evaluation may be performed to indicate the way forward.
- Once the panel has reached a decision on all cases these will be communicated formally to both the Clerk and the Council who will implement the result.
- The SLCC will arrange payment for evaluators at the agreed rate (£25 per evaluation) and meet expense claims (at SLCC rates) for travelling to panels as appropriate. The SLCC will keep an account and deduct administration expense as appropriate. Any surplus funds generated by the process will be shared equally between the two organisations on an annual basis. Likewise, any deficit will be met by equal charges on both organisations.

## **Hellesdon Parish Council Staffing Committee Meeting**

**27<sup>th</sup> February 2025**

### **Item 7 – To Review use of Volunteers in the Cafe**

Report Date 18<sup>th</sup> February 2025

The café operates on the cook/manager working from 8.30am – 2.30pm daily, a café assistant working from 10am – 2pm and a volunteer to help out between 11am – 1pm.

Recently there has been a very high turnover of volunteers, and when feedback has been given, the Parish Council has been advised that it is because the café is so busy the voluntary work is very difficult.

In accordance with the Parish Council's volunteer policy (appended) 'Hellesdon Parish Council recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively'. It is apparent that the volunteer work is becoming too demanding and not satisfying.

Furthermore, the volunteer policy states that 'Hellesdon Parish Council does not aim to introduce volunteers to replace paid staff'. Members need to consider whether the increasing business of the café has meant that the volunteer role is now replacing the position of what ought to be a paid member of staff.

# **HELLESDON PARISH COUNCIL VOLUNTEER POLICY**

## **Introduction**

Helleston Parish Council exists to provide local services to the residents of Helleston, under the Powers and Duties provided by law to first tier local authorities.

In line with this mission Helleston Parish Council seeks to involve volunteers to:

- Help ensure our services meet the needs of our residents
- Provide new skills and perspectives
- Increase our contact with the local community we serve

## **Principles**

This Volunteering Policy is underpinned by the following principles:

- Helleston Parish Council will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Helleston Parish Council's work.
- Helleston Parish Council does not aim to introduce volunteers to replace paid staff
- Helleston Parish Council expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- Helleston Parish Council recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

## **Recruitment**

All prospective volunteers will be interviewed to find out their skills, suitability and how best their potential might be realised.

## **Volunteer agreements and voluntary work outlines**

Each volunteer will have a volunteer agreement establishing what Helleston Parish Council undertakes to provide them. In addition they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract; Helleston Parish Council has no intention of creating a contract with any volunteers.

## **Expenses**

All volunteers will have authorised expenses reimbursed.

## **Induction and training**

All volunteers will receive an induction into Hellesdon Parish Council and their own area of work. Training will be provided as appropriate. Where possible volunteers will be entitled to receive additional training on the same basis as paid staff.

## **Support**

All volunteers will have the Parish Clerk as their main point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems.

## **The Volunteer's Voice**

Volunteers are encouraged to express their views about matters concerning Hellesdon Parish Council and its work.

## **Insurance**

All volunteers are covered by Hellesdon Parish Council's insurance policy whilst they are on the premises or engaged in any work on Hellesdon Parish Council's behalf.

If volunteers are using their own vehicle when volunteering for Hellesdon Parish Council, they must ensure that they hold the appropriate level of vehicle insurance cover for this.

## **Health and safety**

Volunteers are covered by Hellesdon Parish Council's Health and Safety Policy, a copy of which will be provided.

All volunteers will be provided with the equipment required to do the volunteering assigned to them.

## **Equal opportunities**

Hellesdon Parish Council operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

## **Problem solving**

We aim to identify and solve problems at the earliest possible stage. All complaints either by or about volunteers will be considered by the Parish Clerk.

## **Confidentiality**

Volunteers will be bound by the same requirements for confidentiality as paid staff.