

**Minutes of the meeting of the Staffing Committee held on
Monday 17th March 2025 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr L Douglass – Chair of the Committee
Cllr D. Britcher
Cllr S Gurney
Cllr B Johnson
Cllr A Lock

Also in Attendance: Mrs F LeBon – Parish Clerk, Mr H Clark- Deputy Clerk
The Chairman welcomed members and opened the meeting at 7pm.

1. Apologies and acceptance for absence

No Apologies sent

2. Declarations of Interest and Dispensations

None raised.

3. Approval of minutes of the Committee meeting held on 10th January 2025

Minutes of the meeting of 10th February 2025 had been circulated. Cllr Britcher informed the committee to change when he had left the last committee meeting as it was after item 7. The minutes were **AGREED** as a true and accurate record of the meeting with the amendments made and were signed by the Chairman.

4. Public Participation

No members of the public present

5. To Receive update on Administration Vacancy

The question was asked if the senior admin officer was offered an exit interview. The Clerk informed the committee that they have approached a staffing agency and have received applicants from them. The committee requested the temporary administrator role will be in effect until the new clerk is in post.

6. To Receive update on Locum Position

Cllr Johnson gave an update regarding a potential locum, Cllr Johnson advised that the locum could work 3 days and has requested to be considered for the permanent position. The committee requested Cllr Johnson to converse with the locum to agree on terms for his time as a locum and to have an application pack sent to them.

7. To Receive update on Clerk Vacancy

The Clerk informed the committee that Applications have been received from staffing agency and will be available for paper sift on 2nd April 2025.

Approved.....

Date.....

- 8. 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

- 9. To receive update on Capability Matter**

The committee received report from Facilities manager giving update on staff member, feedback given was positive and shown improvement. Monitoring of the staff member will continue, and a review shall be given a monthly basis to assure there is no regression on the staff members performance.

Deputy Clerk left room at 19:29

- 10. To consider Deputising Arrangements**

Cllr Britcher Proposed Cllr Douglass would take minutes, 2nd by Cllr Gurney and all Agreed. Deputising policy to be in place until locum appointed. Locum appointment is to be 3 days per week and deputising policy will be in place for remaining 2 days per week until clerk vacancy is filled. Proposed by Cllr Britcher, 2nd by Cllr Johnson and all agreed.

Deputy Clerk returned to room at 19:35

- 11. Item of Urgent Business**

Item of urgent business was proposed by Cllr Douglass and 2nd by Cllr Britcher and agreed by all. Content in a letter from one of the staff voicing concerning staff shortages and is concerned by amount of work to address after their annual leave. The staff member is requesting carrying forward remaining annual leave dates into the 2025-2026 financial year. It was proposed by Cllr Douglass that the committee is aware of the situation and has taken note of the well-being of the staff member and to take the remaining annual leave, 2nd Cllr Britcher and all agreed.

Clerk and Deputy Clerk left the Room at 20:04, then returned to the Room at 20:38

Following discussion on correspondents received it was agreed that It was agreed that the chair of staffing committee will seek legal advice from NP Law and this would be funded by budget header. The Committee agreed to this.

- 12. Items for the next agenda**

Paper sifts for Clerk Application
To receive Locum update
To receive update on legal advice
To receive update on Temporary Administrator position
Deputy probation review

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

Next meetings to be held on 2nd April 2025 at 19:00

Meeting closed at 8:43PM

Approved.....

Date.....