

**Minutes of the meeting of the Staffing Committee held on
Wednesday 2nd April 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
Cllr D Maidstone

Also in Attendance: Mr H Clark- Deputy Clerk

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

1. Apologies and acceptance for absence.

Cllr G Britton tendered his apologies for the meeting.

2. Declarations of Interest and Dispensations.

There were no dispensations raised by any member of the Cllr Committee.

Mr H Clark declared an interest in Agenda item 9 and stated that he intended to leave the room for the duration of this item.

3. Approval of minutes of the Committee meeting held on 17th March 2025.

Draft minutes of the meeting of 17th March 2025 had been circulated previously. The minutes were **AGREED** as a true and accurate record of the meeting and were duly signed by the Chairman.

4. Public Participation

No members of the public present

5. To Receive update on Administration Vacancy.

The Chairman of the Staffing Committee gave a verbal update on the current situation. A suitable locum Administrator had been sought from the recruitment agency and would take up the temporary position commencing on Monday 31st March 2025.

6. To Receive update on Locum Clerk Position.

Cllr Johnson gave an update regarding a potential locum. Following the last meeting on the 17th March Cllr Johnson had as requested acquired additional support paperwork from the interested party which had been received. However, the commencement of a temporary Office Administrator, the return of staff from annual leave and an input from Councillors into the office function had assisted the situation. Therefore, given the imminent interviews for the Clerk position Councillors were of the view that the situation should be reviewed again after interviews had been conducted, and not to appoint a Locum at this moment. This was proposed by Cllr Douglass and seconded by Cllr Britcher.

This was CARRIED.

Approved.....

Date.....

7. To Receive update on Clerk Vacancy and Blind sifting of Applications received.

The Deputy Clerk reported that a number of applications had been received before the deadline of the 28th April. Redacted applications forms were presented to the meeting and a sifting process was undertaken in line with the roles of Essential and Desirable criteria. A short list was agreed. However, Cllrs were made aware that some candidates were not available on the proposed interview date of the 14th April and an additional date, 11th April, am, was approved to cover this matter.

The interview panel had already been agreed at the Full Council Meeting and would cover both interview dates.

It was agreed that an additional Staffing and Full Council meeting would be called to ratify any appointment that was recommended. The date for theses meeting was provisionally set for Thursday 24th April at 7pm.

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

Deputy Clerk left room at 19.50hrs and returned at 20.20hrs

9. To review probationary period for Deputy Clerk.

After Councillor discussion it was agreed to postpone the review for another 3 months given the circumstances of the office set up. A future review would be scheduled for the beginning of June 2025. Deputy Clerk to be advised of this by the Chairman and Vice Chairman of the Staffing Committee. Cllr Gurney to take the minute in the absence of the Deputy Clerk. All agreed.

10. Legal Advice in relation to a staffing issue.

This had been previously circulated to the members of the committee. The Chairman and Vice Chairman had referred back to the Solicitor on one matter for further clarification. This had been received and circulated to all members of the committee.

11. To consider concerns raised for Interview panel.

A number of concerns were raised over the format of the interview process. Various options were discussed and it was agreed that a criteria-based interview and scoring sheet would be implemented. The decision on who chaired the interview panel would be made at the start of the interview procedure. Deputy Clerk to circulated the previous Clerk interviews questions for information.

Approved.....

Date.....

12. Items for next agenda.

Feedback on Recruitment process and any recommendations.
Holiday Management Policy for staff.
Update on Legal Advice.

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

Next meetings to be held on 24th April 2025 at 18:00

Meeting closed at 20.40 hrs.

Harry Clark Deputy Clerk to the Council

Dated *2nd April 2025*

DRAFT

Approved.....

Date.....