

Interests Flowchart

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

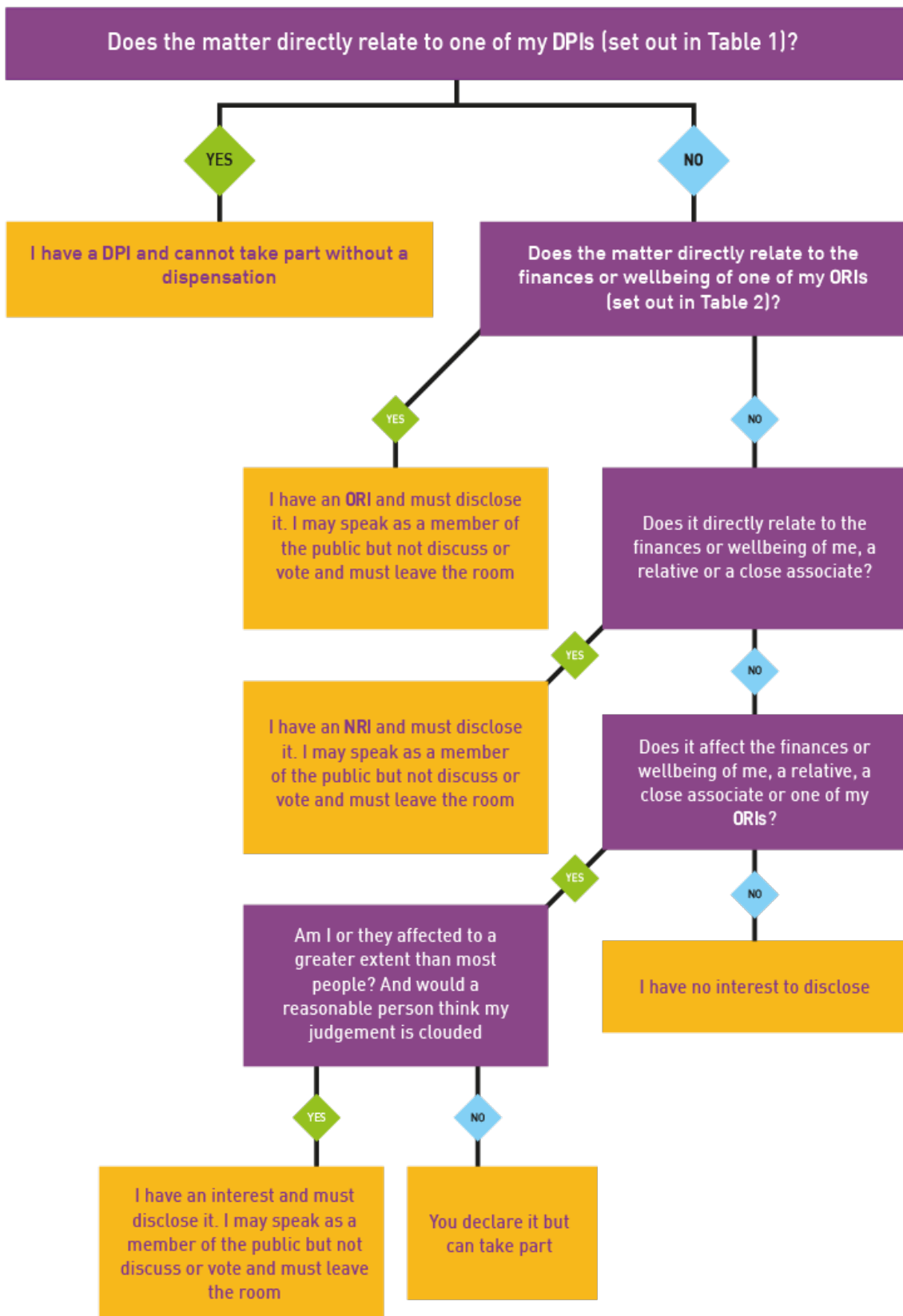


Table 1: Disclosable Pecuniary Interests

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

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

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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.
Contracts	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
Land and Property	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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	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.
Securities	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 27th 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

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

Apologies from Cllr D Maidstone.

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. 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 Receive update on Administration Vacancy

Cllr Douglass & the Clerk had informed the committee of 20 applicants applied for the Administration role and has short listed to 5 applicants. The interviews are arranged for Monday 3rd of March 2025. The interview Panel would consist of Cllr Johnson, Cllr Locke, Cllr Maidstone and Cllr Britton in Reserve.

6. Clerk Vacancy

The committee discussed the previous pay for the role of clerk and compared it to the current duties required, it was agreed that that LC1, LC2, LC4 pay scales were not appropriate proposed by Cllr Britcher, 2nd by Cllr Locke and agreed by all. The committee then agreed for the clerk role to be on the pay scale of LC3 (34-41) Proposed by Cllr Britcher, 2nd by Cllr Gurney, all agreed by the committee. Cllr Britcher suggested that for applicants with desirable qualifications such as a Cilca Qualification, that the play scale of the applicant would increase by one scale point. This was Proposed by Cllr Douglass and 2nd by Cllr Johnson.

The committee discussed that new Clerks should be placed onto the Norfolk pension fund instead of the Nest pension scheme, This was proposed by Cllr Britcher and 2nd Cllr Locke.

Staff left at 19:22 and returned at 19:44

Approved.....

Date.....

HPC Staffing Committee Minutes 27th February 2025

The advert for the Clerk role shall be advertised on the 28/02/2025 and will be posted for four weeks from that date, a blind sift should be conducted by the committee and a temporary amendment to the recruitment policy of senior members of staff was agreed to allow full staffing committee to blind sift, Proposed by Cllr Johnson and 2nd by Cllr Gurney.

The committee discussed a further temporary amendment to the recruitment policy for senior members of staff to allow two councillors who are not on staffing committee to be on the interview panel with a reserve selected proposed by Cllr Gurney and 2nd by Cllr Britcher.

The committee decided there to be another meeting, set for the 2nd of April 2025 at 7:00om for a single item agenda which would be the blind sift for the clerk applicants. Interviews for the role are to be held on the 14th of April 2025, with the interview panel consisting of Cllr Johnson, Cllr Gurney, Cllr Locke and Cllr Britcher to be on reserve.

The Clerk has given an update regarding the sourcing of a Locum which there has been no response from NALC since the 14th of February, others have been suggested by the SLCC and Cllr Johnson will make contact with these individuals to see their availability.

Cllr Britcher leaves at 20:08

7. To Review use of volunteers in café

The committee discusses the volume of volunteers that do not stay on due to the demand of work that is undertaken in the community café. This matter has been put on to the full council agenda for a working group to be formed for the community centre and café committees.

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 consider capability matter

The committee reviewed the capability process and timeline relating to the member of staff that has been under review. After the recent period involving retraining there have been identified issues regarding performances falling below the standards what are expected of the staff member. The member of staff is aware of the capability policy, the Committee shall be writing to the member of staff to inform them that improvements has been seen over a set period, failing that a capability hearing with the member of staff shall be scheduled.

10. To consider officer Correspondence

The committee reviews correspondence from the admin officer, the committee noted comments and decided that the matter still stands, and no amendments are to be made.

11. To receive Report of incident on 4th February and agree appropriate action

It was agreed that there should be notices placed in the café to respect members of staff and the incident should be noted by the committee.

Approved.....

Date.....

HPC Staffing Committee Minutes 27th February 2025

12. Items for the next agenda

update on locum recruitment
Capability matter
update on admin recruitment
update on clerk recruitment

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

Next meetings to be held on 17th March 2025 at 19:00

Meeting closed at 8:45PM

DRAFT

Approved.....

Date.....

HPC Staffing Committee Minutes 27th February 2025

Staffing Committee 17th March 2025

Item 3

To Receive Update on Administration Vacancy and Agreed Associated Actions

Further to the email sent to the committee on 10th March, the Parish Council has been unsuccessful in securing a new employee for the vacant position. Actions to be taken to be decided.

Item 4

To Receive Update on Locum Position

Despite assurances from Norfolk ALC that a potential locum would be contacting Hellesdon Parish Council, this has not happened. The locum recommendation from NPTS is not interested in the locum role. The locum option from SLCC (LCR) is only available to do the position from home.

Item 5

To Receive Update on Clerk Vacancy

To date there has been a reasonably positive response to the advert.