

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Locum Clerk: Richard Bishop

Notice of Staffing Committee Meeting – 23rd July 2025 at 4:00pm

In the Council Chamber, Diamond Jubilee Lodge, Woodview Road
Committee Members are summoned to attend for the purpose of transacting the following business.

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting.

If you have any symptoms of a respiratory infection, including Covid-19 please do not attend.

AGENDA

- 1. Apologies and acceptance for absence**
- 2. Declarations of Interest and Dispensations**
To receive Members' Declarations of Interest in Agenda Items and to note the Granting of any Requests for dispensations.
- 3. To Approve the Staffing Committee Minutes of the Meeting held on 21st May 2025 and record abandoned inquorate meeting called for 2nd July 2025**
- 4. Public Participation**
(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
- 5. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 6, 7, and 8 in view of the confidential and personal nature of the business to be transacted.**
- 6. Update on Legal Proceedings**
- 7. Update on Grievance and Investigation**
- 8. Update on Probations (2) – report from Locum Clerk – personal development/training courses**
- 9. Update on appointment of Parish Clerk – start date – office visit – and confirm training courses**
- 10. Update from Locum Clerk interim issues – temporary contracts for admin staff (3)**
- 11. Update on capability issue**
- 12. Record resignation of Caretaker – discuss and agree recruitment process for the vacancy**
- 13. Receive and consider model Training Statement & Development Policy (NPTS)**
- 14. To confirm the date, time and venue of next meeting**

Richard Bishop Locum clerk to the Council

Dated: 17th July 2025