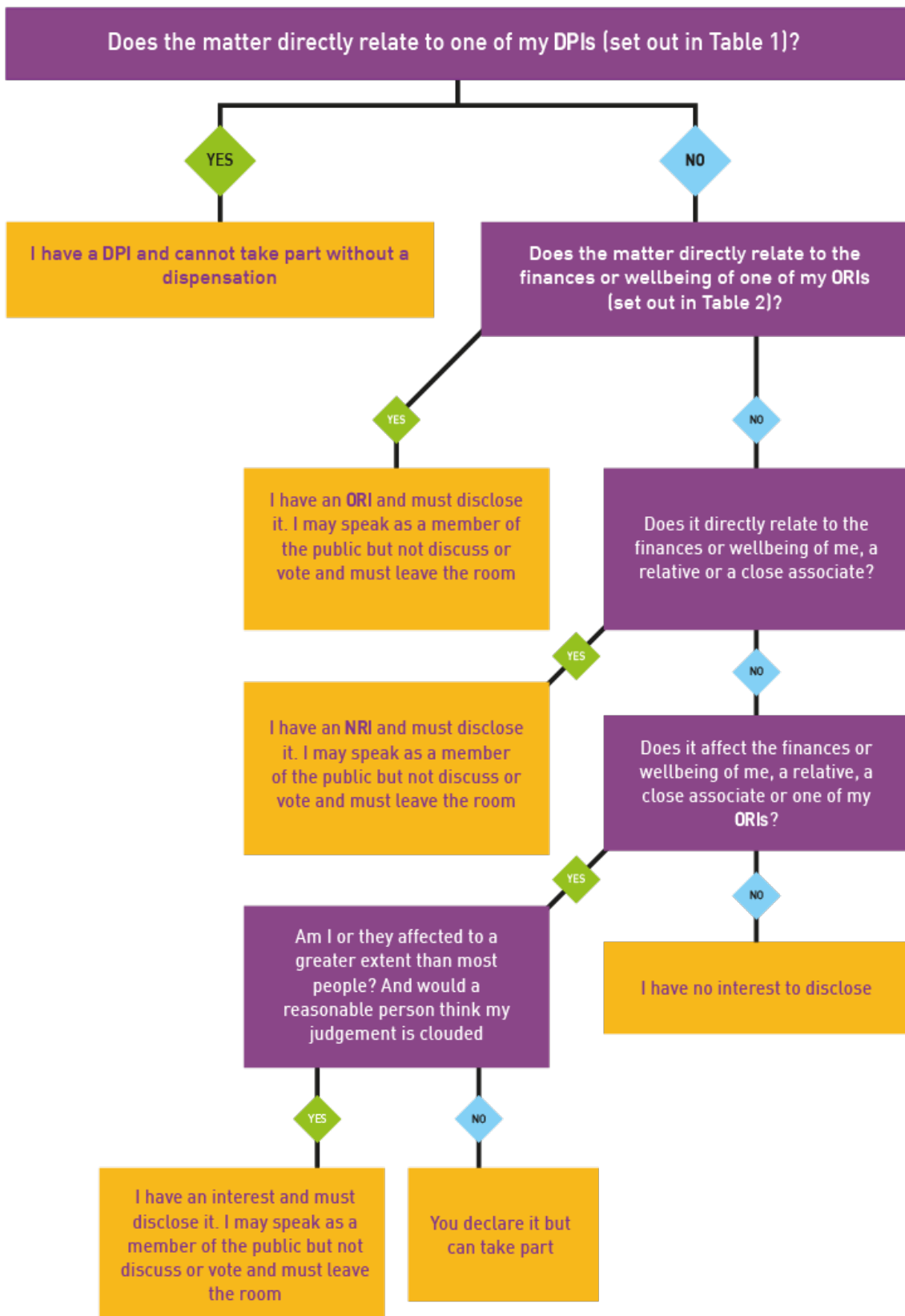


## Interests Flowchart

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**

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> <li>a) any unpaid directorships</li> <li>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</li> <li>c) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(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</li> </ul> </li> </ul>
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**Minutes of the meeting of the Staffing Committee held on  
Wednesday 6<sup>th</sup> March 3pm 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 D Maidstone

Also in Attendance: Mrs F LeBon – Parish Clerk

The Chairman welcomed members and opened the meeting at 3pm.

**1. Apologies and acceptance for absence**

Apologies were received from Cllr Britton.

**2. Declarations of Interest and Dispensations**

No declarations made.

**3. Approval of minutes of the Committee meeting held on 21<sup>st</sup> November 2023**

Minutes of the meeting of 21<sup>st</sup> November 2023 had been circulated. It was **AGREED** that these were a true and accurate record of the meeting.

**4. Public Participation**

No members of the public present

**5. Policies**

**a) To Consider Adoption of a Menopause Policy and Inclusion in Staff Handbook**

A draft policy had been circulated to members. It was **AGREED** that this policy should be adopted, subject to amendment to the wording to ensure full inclusivity, and citing of the source of the average age of menopause.

**b) To Review Employment Policies**

All employment policies were reviewed and adopted, subject to the following amendments:

- Annual Leave policy has been updated to reflect the new basic annual leave as agreed in the National Agreement.
- Flexible Leave policy has been updated to reflect the new changes in legislation. These are:
  - There is now no longer a requirement to work 26 weeks before being permitted to put in a request for flexible working.
  - Up to two statutory requests may now be put in over a twelve month period.

**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 11 in view of the confidential and personal nature of the business to be transacted.**

This was **AGREED**.

Approved.....

Date.....  
HPC Staffing Committee Minutes 6<sup>th</sup> March 2024

*The Meeting was Closed to the Press and Public*

**7. To Receive Update on Staffing Matters from Previous Meeting**

The Clerk provided an update report on matters that had been raised in the previous meeting. Action points were **AGREED** with support from the Chairman of the Committee. It was **NOTED** that the table rack purchased was appreciated by the facilities team.

**8. To Consider Administration Staffing Structure and Agree Recruitment Information**

It was **AGREED** that a full time Deputy Clerk should be recruited, on the SCP scale as agreed in the budget meeting. The recruitment pack will be finalised by the end of April, which will allow for a recruitment period and a three month crossover period to learn from the retiring member of staff. Further work is required from the Clerk on the administration team staffing structure to ensure that there are no tasks missed between the retirement of one member of staff and the recruitment of another, the right tasks are being performed by the right people and also to ensure the skill sets of each staff member are being utilised to the benefit of the business of the council. This will also build resilience into the council in the event of holidays or sickness. During the process of the review and recruitment, the Support Officer is to be permitted an extra four hours per week for the months of April and May. This will be reviewed after this period.

**9. To Receive Recommendation from the Community Centre Committee**

The Clerk reported that that Community Centre Committee had agreed that, as a result of increased demand, the community centre should open on a Sunday. This would cover one caretaking shift between 7.30am and 3.30pm.

The charges made for the hire of the community centre were raised. This was outside the scope of the Staffing Committee and will be discussed by the Community Centre Committee as part of their budgeting process.

*Cllr Gurney Left the Meeting*

**10. To Receive Notification of Completed Staff Appraisals**

Cllr Douglass reported that she had reviewed all the staff appraisals completed by The Clerk. She and Cllr Johnson had completed the Clerk's Appraisal.

*The Clerk Left the Room*

**11. To Agree Contractual Spinal Column Point Increase for Clerk**

Members reviewed the Clerk's adherence to s9.2 of the contract. A single spinal column increase was **AGREED**, effective 1<sup>st</sup> April 2024.

*The Clerk Re-Entered the Room*

*The Meeting was Reopened to the Press and Public*

**12. Items for the Next Agenda**

Outstanding staffing matters.  
Review of Admin Structure  
Recruitment pack for Deputy Clerk

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

Week commencing 22<sup>nd</sup> April 2024, date to be confirmed.

The Meeting Closed at 4.50pm

Approved.....

Date.....

HPC Staffing Committee Minutes 6<sup>th</sup> March 2024