

**Minutes of the meeting of the Staffing Committee held on
Thursday 26th September 2024 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

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

1. Apologies and acceptance for absence

Apologies were received from Cllr Maidstone and the Deputy Clerk.

2. Declarations of Interest and Dispensations

Cllr Gurney declared a personal and prejudicial interest in item 5 as she felt that she had outstanding correspondence for which it was alleged no response had been received.

Cllr Gurney declared an interest in item 8 and advised she would leave the room.

3. Approval of minutes of the Committee meeting held on 11th July 2024

Minutes of the meeting of 11th July 2024 had been circulated.

Cllr Britcher proposed that the line in item 6 'The Panel will have the delegated authority to agree the successful candidate and offer the role.' be struck from the minutes as he did not recall this being agreed. This was seconded by Cllr Lock. A recorded vote was requested.

In favour: Cllr Britcher, Cllr Lock.

Against: Cllr Douglass, Cllr Johnson, Cllr Britton

Abstained: Cllr Gurney

The motion was **LOST**.

A recorded vote was requested for the agreement of the minutes, as circulated:

In favour: Cllr Douglass, Cllr Johnson, Cllr Britton.

Against: Cllr Britcher, Cllr Lock.

Abstained: Cllr Gurney

The minutes were **AGREED** as a true and accurate record of the meeting.

4. Public Participation

No members of the public present

Cllr Gurney Left the Room

5. To Review Recruitment and Selection Policy

Cllr Britcher queried why this was an agenda item. Cllr Douglass advised that there were issues from the recent recruitment resulting from the current policy, therefore it was important that this policy was reviewed and made more robust.

Approved.....

Date.....

Cllr Britcher declared a prejudicial interest due to an ongoing complaint and left the room

It was established that all previous recent recruitments, including that of the clerk, had not been in accordance with this policy. The policy did not support the running of the business of a council the size of Hellesdon.

It was noted that the policy was outdated, having reference to roles of the Finance Office, Projects Officer and Head Groundsman, the roles of which are not recruited for any more. There is also no reference to a recruitment procedure for the Clerk in the policy.

It was **AGREED** after a proposal from Cllr Douglass and a second from Cllr Johnson that two separate policies were required. One for senior members of staff which would include The Clerk, Deputy Clerk and Facilities Manager, and a second policy for junior members of staff.

The current policy was reviewed and amendments made which would make it better suited to a policy for the recruitment of junior staff. It was **AGREED** after a proposal from Cllr Douglass and a second from Cllr Britton that:

- 1) The Clerk will write up the amendments and this will be presented to the next staffing committee meeting for agreement for a recruitment policy for junior members of staff.
- 2) The Clerk will use information in the existing policy and subsequent discussions in this meeting to construct a recruitment policy suitable for senior members of staff (The Clerk, Deputy Clerk and Facilities Manager). This will be presented to the next staffing committee meeting.

Cllr Britcher and Cllr Gurney Re-Entered the Room

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 and 8 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

7. **To Receive Verbal Update from the Job Evaluations Working Group**

The Job Evaluations Working Group met on 6th September. Initial discussions included how scale points were used in contracts and whether there were incentives to progress within the council, both through qualification and experience.

Focus was placed on the role of the Support Officer as it was felt that this had changed the most since inception.

A further meeting will be called to progress matters further so that decisions made can be presented to the staffing committee, along with their budgetary impacts.

8. **To Receive Advice from Monitoring Officer and Agree Resulting Actions**

Cllr Douglass proposed that this be referred to full council, seconded by Cllr Johnson and **CARRIED**.

The Meeting was Reopened to the Press and Public

9. **Items for the Next Agenda**

Recruitment and selection policies for Junior and Senior members of staff.

Feedback from the Job Evaluation Working Group.

Budget

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

Thursday 7th November at 7pm.

The Meeting Closed at 8.35pm

Approved.....

Date.....