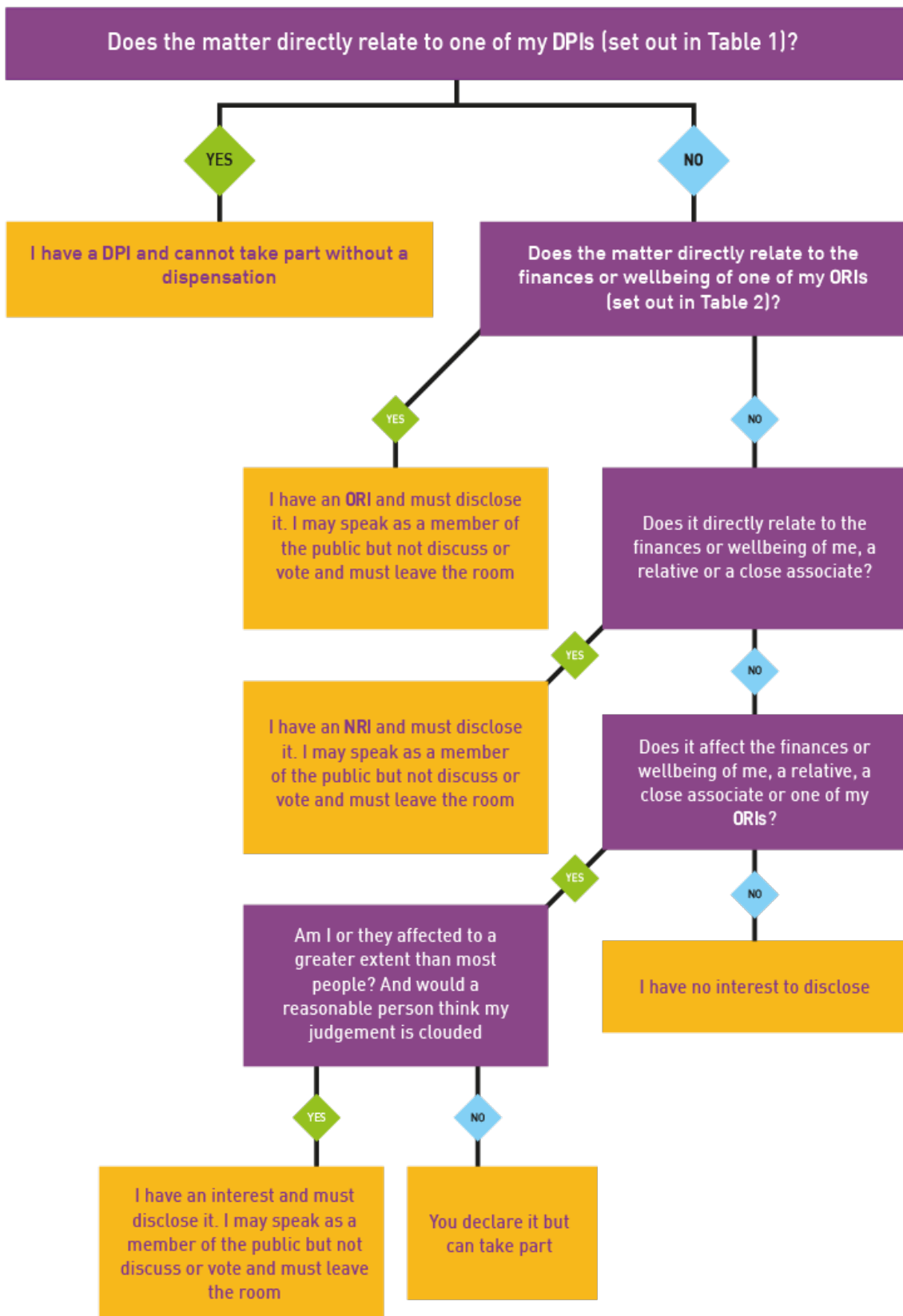


## Interests Flowchart

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**

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  
Thursday 11<sup>th</sup> July 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 B Johnson  
Cllr A Lock  
Cllr D Maidstone

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 Gurney

**2. Declarations of Interest and Dispensations**

None made

**3. Approval of minutes of the Committee meeting held on 8<sup>th</sup> May 2024**

Minutes of the meeting of 8<sup>th</sup> May 2024 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. To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 6 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*

**6. To Shortlist Application for Deputy Clerk and Appoint Interview Panel**

The candidates to be interviewed were **AGREED** after a proposal from Cllr Douglass and a second from Cllr Maidstone, with the interviews to take place on Thursday 25<sup>th</sup> July. The panel will consist of Cllrs Britcher, Douglass and Lock, with the Clerk in attendance.

All candidates will also be invited for an informal guided tour of the Parish Council at a time to be mutually agreed between the Clerk and the candidate.

The Clerk will circulate the draft interview questions for consideration.

The Panel will have delegated authority to agree the successful candidate and offer the role.

Approved.....

Date.....  
HPC Staffing Committee Minutes 11<sup>th</sup> July 2024

**7. To Receive Update on Facilities Recruitment and Agree Actions for Recruitment.**

The committee carefully considered the results of the application process and **AGREED**, after a proposal from Cllr Maidstone and a second from Cllr Johnson, an action for recruitment with associated terms and conditions of employment

**8. To Consider Options for the Staffing of the Community Café**

A report was provided to the committee with options to consider. An option was **AGREED** by the committee which ought to be mutually beneficial. A method of filling the vacant days was also **AGREED**.

**9. To Receive Report into Agency Cover for the Community Café**

A report was circulated on how recent agency cover had enabled to the café to continue running with no reduction in menu, to the benefit of the café customers. It was **AGREED** that agency cover be permitted for the role of Cook Manager when required after a proposal from Cllr Johnson and a second from Cllr Britton.

**10. To Agree Job Evaluation Project and Timeline for Completion**

A report was provided into the Parish Council becoming ever more expansive and innovative with it's services to the public, and the roles of the staff supporting these services. It was **AGREED** to create a working group consisting of Cllr Maidstone, Cllr Johnson, the Clerk and the Facilities Manager to evaluate the roles, speak to staff, and feed back to the Staffing Committee. This project should be completed in time for the budgeting process.

*The Meeting was Reopened to the Press and Public*

**11. Items for the Next Agenda**

Feedback from the Job Evaluation Working Group.

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

To be confirmed.

The Meeting Closed at 7.47pm

Approved.....

Date.....  
HPC Staffing Committee Minutes 11<sup>th</sup> July 2024

## **Recruitment and Selection Policy and Procedure**

### **Introduction**

This policy sets out the position of the Council in respect of recruiting and selecting the best candidate for the role.

### **Scope**

This policy applies to the appointment of all employees excluding the Parish Clerk

### **Procedures for the vacancy**

- a) When a post becomes vacant or the establishment of a new post is agreed, the purpose and objectives of the post will be defined.
- b) A person specification will be prepared detailing the skills and experience and qualifications required to fulfil the role
- c) Job descriptions and person specifications will be prepared to take account of The Equality Act 2010.
- d) Consideration will be given to whether the vacancy is appropriate for permanent, fixed term, temporary or casual appointment.
- e) The above points in section 1 will be the responsibility of the Staffing Committee with assistance from the Parish Clerk.
- f) A panel made up of no more than three members of the Staffing Committee will be appointed for the specific recruitment process in the case of a Finance Officer, Projects Officer or Head Groundsman. For all other posts the interview process would be the responsibility of the Parish Clerk with approval from the Staffing Committee.

### **Job Description**

- a) Every existing post, without exception, will have a written job description outlining the main duties and responsibilities and specifying the key tasks.
- b) This will be drafted by the Parish Clerk with approval for any amendments coming from the Staffing Committee as per Terms of Reference.

### **Person Specification**

- a) A person specification to specify the attributes required to fulfil the duties of the job will be prepared. It will outline the criteria against which applicants are assessed at the short listing and interview stage.

- b) This will be drafted by the Parish Clerk with approval for any amendments coming from the Staffing Committee as per Terms of Reference.

### **Pay and Conditions**

- a) At this stage, when the job description and person specification have been defined, the question of Terms and Conditions will be considered.
- b) This will be drafted by the Parish Clerk with approval for any amendments coming from the Staffing Committee as per Terms of Reference.

### **Disclosures**

- a) The disclosure of a criminal record, or other information, does not debar the candidate unless the selection panel considers that the conviction renders him/her unsuitable for appointment. In making this decision the Council will consider the nature of the offence, how long ago and the age of the candidate when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Council's Equal Opportunities Policy.
- b) Failure by an applicant to declare a conviction, caution or bind-over may, however, disqualify the candidate from appointment. Disclosure of a conviction after appointment will be subject to the disciplinary procedure.
- c) It will be the responsibility of the Parish Clerk to apply for any DBS checks which they deem necessary. The results of such checks will be discussed by the Staffing Committee if appropriate.
- d) When recruiting the council will be mindful of the Rehabilitation of Offenders Act 1974

### **Safeguarding**

- a) The council acknowledges that everyone who uses facilities for which it is responsible, or who may be involved in Council-led activities, should be treated with dignity and respect, and should be protected from harm in accordance with the Council's Safeguarding Policy.

### **Fixed Term (Temporary) Contracts**

- a) All temporary contracts should have defined or estimated end dates and where appropriate these will be issued as Fixed Term Contracts.
- b) The use of Fixed Term Contracts can only be justified in the following situations:
  - Cover for maternity leave;
  - Cover for long term sick leave;
  - Cover for a vacancy while the recruitment process takes place;
  - Short term projects of a definable length (such as seasonal posts).

## **Methods of Recruitment**

### **In-house recruitment**

a. The number and quality of replies to each source will be monitored by the Parish Clerk so that their relative success can be judged and can inform future advertising. Whether handling the whole process in house, or handing over the job to an agency, certain other decisions will be made before the advertisement is placed. These may include:

- the design of the advert
- the information pack for candidates and contact person for further details
- how applicants should respond will be detailed in the advertisement
- who will make up the recruitment panel
- the dates for interviews
- the nature of the full selection process

b. The Council will as far as possible seek to run this process themselves, led by the Parish Clerk.

### **Advertising the vacancy**

The advertisement should contain the following:

- The Council's corporate identity logo
- The heading, including the Council's name and the job title
- What will have primary importance in the text - for example, job interest, pay, career opportunities, location and qualifications required
- What form of reply is required and the closing date for applications and interview dates for the position

b) All advertisements must be approved by the Parish Clerk and ratified by the Staffing Committee

### **Information for candidates**

a) The total package will vary according to the advertised position. All applicants will receive the below items:-

- A copy of the job description
- A copy of the person specification
- The relevant application form



## **Initial applications**

If initial applications are not to be acknowledged applicants should be advised at the outset.

## **Short listing**

- a) It is important that the immediate line manager is involved, and can express a view before a final decision is made.
- b) If possible the candidate should meet the prospective line manager and visit the prospective work location before deciding whether to accept the job.
- c) When the deadline is reached the Parish Clerk will be responsible for the confidentiality of the information supplied in line with all data protection legislation.
- d) For posts requiring an application form a blind sift, redacting any personal information, will be conducted in conjunction with the appointed panel to shortlist to an appropriate number of candidates to interview.
- e) The candidates will then be marked accordingly using the person specification and job description as criteria, with the most appropriate candidates being invited to interview.

The reasons applicants have not been short-listed will be recorded, to include:

- lack of relevant skills,
  - lack of relevant previous experience,
  - lack of relevant qualification
  - lack of work experience at appropriate level
- a) Internal candidates are to be given no special consideration and it is their responsibility to communicate to the panel through their application their suitability for the post.
  - b) If at any point during this process a panel member, or the Parish Clerk, is aware of any reason why they may be prejudiced against or in favour of any candidate then they must excuse themselves from the process immediately and another member of the Staffing Committee must replace them.
  - c) When the shortlisted candidates for interview are known then the panel shall be supplied with the candidates' personal information.
  - d) The Parish Clerk will then invite the shortlisted candidates to interview.

## **Interview arrangements**

- a) Candidates are recruited following interview. It is, therefore, essential that the interview is structured and questions aimed at obtaining information

- about the candidate, relevant to the person specification and job description. It will be the responsibility of the appointed members of the panel to construct these questions with guidance from the Parish Clerk.
- b) If at the time of interview additional requirements are identified to overcome any disability not previously notified, the Council is under a duty to make reasonable adjustments accordingly.
  - c) It is the responsibility of the Parish Clerk to facilitate this arrangement and communicate all details to the candidates.

### **Preparation for Interview**

All panel members will receive adequate notice of the interview, and any supporting paper work or requirements.

Panel members must use the job description and person specification in measuring the suitability of each candidate.

### **Selection methods**

- a) The selection method chosen must be at the appropriate level for the post.
- b) A range of selection methods will be considered, including ability tests, personality questionnaire, presentations, group exercises, in-tray exercises, written papers and interviews (first and second stage).
- c) Where tests requiring demonstration of skill are used, they must be related to the job, and be capable of being assessed and applied equally to all candidates. They should measure the individual's ability or potential to carry out or train for the duties appropriate to the job in question.
- d) Candidates should be informed in advance that they will be sitting any test.
- e) Candidates should be provided with a suitable comfortable area with refreshments to wait.
- f) Good interviews are prepared and conducted in an orderly and thorough manner. In preparation the panel should:
  - Compare the person specification with what is already known about the candidate: which areas of experience, qualifications, etc, need exploring or clarifying?
  - Ensure preliminary communication between members of the panel to facilitate a balanced and controlled approach to interviews.
  - Plan the questions: they should be designed to probe the candidates' knowledge, ability, disposition and attitudes.
  - Allocate the subjects: if there is more than one interviewer, decide who will cover the different areas, e.g. job knowledge, training, qualifications?
  - Highlight areas on the application form that need to be followed up.
  - Give candidates an opportunity to ask questions

- Allow sufficient time for the interviewers both to record an individual assessment of the previous candidate and to review the plan for the next candidate. Do not cut an interview short.
  - Make sure there will be no interruptions, e.g. divert telephone calls and switch off mobile phones.
  - Inform reception staff of interview details to ensure applicants can be welcomed courteously and efficiently, shown the cloakroom etc.
- a) A Chair of the panel should be appointed prior to the day itself who should keep the interview moving. The facilitator will also be responsible for greeting the candidate and informing them of the content and running order of the interview.
  - b) If the panel members are expected to interview for an entire day a simple lunch will be provided.

### **Interviewing**

- a) The panel should arrive in good time for the interview with the appropriate paperwork in place. All details surrounding the requirements of all panel members to be addressed no later than 5pm of the last working day before the interview day.
- b) It is best practice to have a pre-interview meeting with the panel to run through the processes and address any last minute concerns.
- c) All questions will be given to all candidates in a considered manner and no panel member should make any last minute additions or ask a question in the interview without informing the panel as a whole first.
- d) Any follow up questions to the agreed questions may take any form as appropriate, but must absolutely pertain to the original question.
- e) The focus on the style of interviewing must at all times be to draw the best possible response from the interviewees and not be designed to trip up a candidate or to ask 'trick questions'.

### **Making a decision after interview**

- a) The panel should meet in good time following the interviews in order to make a decision.
- b) Due consideration should be given to the marking and assessment sheets when making this decision in accordance with best practice.
- c) Any decision does not necessarily have to be unanimous but should absolutely include a majority decision with input from the potential line manager.

- d) It is the responsibility of the Parish Clerk to inform the successful candidate, gain a verbal acceptance and then send out a written offer of appointment letter.
- e) Upon receipt of this signed offer of appointment letter the Parish Clerk will then inform the unsuccessful candidates with appropriate feedback.

### **Appointment**

- a) After making a decision the panel, via the Parish Clerk, should then feed back to the Staffing Committee with a recommendation to ratify the panel's decision.
- b) The appropriate administrative procedures for the appointment is then handed over to the Parish Clerk who will obtain references and make sure arrangements are in place for a start date.

### **References**

- a) References will be used to check factual information such as job title, length of service, attendance record.
- b) The Parish Clerk can obtain this information most efficiently by asking specific questions or using a standard form.
- c) If the Parish Clerk wants an opinion as to suitability for a specific job, a brief outline of duties should be included, and a telephone discussion may be helpful.
- d) Written references will be taken up after short-listing or after interview and whether an offer of appointment will be made subject to receipt of these references satisfactory to the Council.