

**Minutes of the meeting of the Staffing Committee held on  
Monday 27<sup>th</sup> 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 10<sup>th</sup> 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 3<sup>rd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> Cllr Locke.

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

Approved.....

Date.....

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 2<sup>nd</sup> 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 2<sup>nd</sup> by Cllr Britcher.

The committee decided there to be another meeting, set for the 2<sup>nd</sup> 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 14<sup>th</sup> 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 14<sup>th</sup> 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 4<sup>th</sup> 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.....

**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 17<sup>th</sup> March 2025 at 19:00

Meeting closed at 8:45PM

DRAFT

Approved.....

Date.....