

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 – 20th August 2025 at 3:00pm

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 23rd 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 to 11 in view of the confidential and personal nature of the business to be transacted.**
- 6. Resignation of Caretaker – receive report back from working group meetings with Facilities Manager – discuss and agree recommendation, recruitment process for the vacancy.**
- 7. Update on Grievance and Investigation**
- 8. Update from Locum Clerk interim issues – wording of temporary contracts for admin staff (3)**
- 9. Update on capability issue**
- 10. Receive and consider model HTC Training Statement & Development Policy**
- 11. Receive and consider details relating to reinstatement of 4 panels – Grievance, Disciplinary, Appeals and Complaints.**
- 12. To confirm the date, time and venue of next meeting**

Richard Bishop Locum clerk to the Council

Dated: 13th August 2025