

## 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 Meeting held on Wednesday 23<sup>rd</sup> July 2025  
at 4:00pm in the Council Chamber, Diamond Jubilee Lodge, Hellesdon**

**Present:** Cllr David Maidstone – Chair of the Committee  
Cllr David Britcher  
Cllr Shelagh Gurney  
Cllr Bill Johnson  
Cllr Andrew Lock

The Chairman welcomed Councillors and opened the meeting at 4pm.

**1. Apologies and acceptance for absence**

Cllr Greg Britton and Cllr Roy Forder tendered apologies for this meeting.

**2. Declarations of Interest and Dispensations**

There were no Declarations of Interest or Requests for dispensations received.

**3. To Approve the Staffing Committee Minutes of the Meeting held on 21<sup>st</sup> May 2025 and record abandoned inquorate meeting called for 2<sup>nd</sup> July 2025**

Draft minutes of the meeting held on 21<sup>st</sup> May 2025 had been circulated previously. The minutes were AGREED as a true record of the meeting and duly signed by the Chairman. It was duly noted that the meeting called for 2<sup>nd</sup> July 2025 was inquorate.

**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).  
There were no public present.

**5. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public exclude the press and public for the duration of items 6 to 13 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.

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**6. Update on Legal Proceedings**

It was noted that at the Full Council meeting on 8<sup>th</sup> July 2025, a sub-committee was duly appointed to see matters through to a swift conclusion. The sub-committee by majority vote, took the recommendation from the legal adviser to the third party and have reached agreement. The matter is dully regarded as RESOLVED. Full details shall be retained in a confidential report.

**7. Update on Grievance and Investigation**

This matter is still in progress, with interviews conducted and a report imminently expected. It was generally AGREED that it would be sensible to review internal procedures on receipt of any recommendations contained in the forthcoming report, including informal and formal procedures.

It was further noted that it was AGREED by Full Council to reinstate four panels for Grievance, Disciplinary, Appeals and Complaints, each with three councillors. The clerk had been tasked to review policies and reinstate these panels. The appointments and details such as the terms of reference would need to be in draft for the Council to consider on 9<sup>th</sup> September.

**8. Update on Probations (2) – report from Locum Clerk – personal development/training courses**

The Locum Clerk reported that he had carried out satisfactory probationary reviews in respect of the two staff concerned and recommended that both are taken on as permanent/substantive staff. It was explained that the current situation had dictated the timing of the reviews, one was slightly earlier than normal and one was considerably later. It was AGREED by the committee to accept the recommendation for both members of staff. The clerk would amend/update their contracts of employment and reissue accordingly.

There was a brief discussion regarding annual appraisals and personal development plans, the two are usually linked. It was AGREED if time allows for the Locum Clerk to review the annual appraisal process, to include personal development plans for all staff. The review would also look at who is carrying out the appraisal, whether this is just the clerk, or more appropriate for the line manager and AGREED that the clerk should be appraised first, prior to any other staff, with a panel of no more than three councillors to carry out this task. Appropriate attention/reference would be made to either Key Performance Indicators (KPI) or Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives, both designed to achieve desired outcomes.

After further discussion the policy on probationary reviews was AGREED to be amended to read that probationary periods of six months are only required for the senior positions of Parish Clerk, Deputy Clerk, Facilities Manager and Café Manager. All other staff would have a three month probationary period.

The Locum Clerk outlined all of the training courses that he had discussed with the incoming clerk, the deputy clerk and admin assistant. It was AGREED that the training courses could be booked and where necessary, the new clawback clause would apply from the redrafted Training & Development Policy.

**9. Update on appointment of Parish Clerk – start date – office visit – and confirm training courses**

The Locum Clerk reported of a recent constructive ‘teams meeting’ with Martin Ferguson the newly appointed parish clerk. Forthcoming training courses/events were discussed (AGREED

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above), as was preparation for the new clerk starting on 10<sup>th</sup> September 2025 and this includes a substantial handover file, which is in progress.

Arrangements had been made for a visit to the Parish Office on Wednesday 30<sup>th</sup> July at 11am, just to briefly meet with the staff and have a walk around the Council's facilities.

There was a brief discussion regarding the issue of a new laptop for the parish clerk, as this could also serve the purpose of having the locum clerk retaining the existing laptop for the crossover period. It was thought that the Facilities Manager could then take this over when the locum support ceases. It was AGREED to purchase a new laptop for the incoming parish clerk.

**10. Update from Locum Clerk interim issues – temporary contracts for admin staff (3)**

The Locum Clerk identified a build up of time off in lieu (TOIL) due to the Deputy Clerk of in excess of 80 hours. There followed a brief discussion where various options were put forward as possible solutions. In view of the current circumstances, it was AGREED to pay the Deputy Clerk to clear the build up of time off in lieu; this was coupled with a tightening of council policy in respect of time off in lieu – to the extent of not building up more than three working days (or 24 hours).

Further clarification of how the above mentioned policy would be managed within the temporary contracts for the three admin staff, if the TOIL got to the maximum of 24 hours, then either the time should be taken within a 14 day period and/or further hours would be paid. The temporary contracts would be drafted for immediate use and to cease on 31<sup>st</sup> October. There would be a combination of relaxing the current contractual arrangement on TOIL, i.e. to allow payment within reason, and to allow the Locum Clerk to sanction additional hours to be worked to cover some of the workload build up issues and management of annual leave due in this same timeframe.

AT THIS POINT THE MEETING HAD REACHED THE TWO HOUR LIMIT.

The Chair proposed an extension to 7pm to complete the final items on the agenda, AGREED.

Cllr David Britcher had to leave the meeting at this point.

**11. Update on capability issue**

The Chairman outlined this issue and stated that he had spoken at length with the Facilities Manager. Clearly there was a need to look carefully at the job description and assess whether all tasks are appropriate and one-size fits all for all staff. In regard to the 'capability issue' this is being managed by the Facilities Manager and is currently under control. All details are kept on file and will continue to be closely monitored. There was no recommendation to escalate at this stage.

**12. Record resignation of Caretaker – discuss and agree recruitment process for the vacancy**

A discussion that followed evolved into looking at the structure and responsibilities of the outside staff and caretakers. It was AGREED to set up a Working Group of three Councillors as follows: Cllr Shelagh Gurney, Cllr Bill Johnson and Cllr Andrew Lock; who would meet with the Facilities Manager at 9.30am on 31<sup>st</sup> July.

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The purpose of the meeting was to look at whether previous applicants were suitable for the current vacancy. To discuss whether the vacancy would be part-time or full time and to look at how the combined roles of Groundsman/Caretaker is working, whether this is suitable or not and if it should be returned to separating the roles of outside and inside, as previously. The issue of temporarily using agency staff in this regard was also briefly discussed, as occasionally this can also lead to the right person being in post.

The Group would then report back to the Committee in due course.

**13. Receive and consider model Training Statement & Development Policy (NPTS)**

This matter was briefly taken to Full Council, but some amendments were necessary in respect to clawback from councillors. It was AGREED for the Locum Clerk to amend accordingly and bring the amended draft back to the committee or to full council.

**14. To confirm the date, time and venue of next meeting**

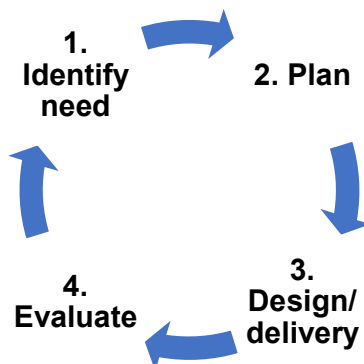
It was AGREED to meet on Wednesday 20<sup>th</sup> August 2025 at 3pm.

Meeting closed at 6.55pm

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## **Training Statement and Development Policy**



### **1. Overall aim of this Policy**

- 1.1 The Council is committed to the principle and provision of training and development for its members, staff and volunteers to help raise the council's profile, fulfil the roles played by its members, staff and volunteers individually and as a team and maximise the potential of the Council in its role of serving the community. The Council has an overall strategy to actively respond to the needs of its parishioners. Personal development of members, staff and volunteers will help formulate, guide and facilitate this strategy.
- 1.2 All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and subject to availability of financial resources.

### **2. Training Objectives**

- 2.1 To provide suitably trained, qualified and motivated councillors and staff for the Council.
- 2.2 To provide facilities for training and retraining to meet changing needs of the Council.
- 2.3 To provide councillors and staff with greater understanding of the purpose and working of a Council, and their part in it.



- 2.4 To foster the development of councillor and staff relations, job satisfaction and nurture a positive attitude towards personal development.

### **3. Financial Assistance & Budget**

- 3.1 The annual training Budget is to be approved by the Council at their Budget meeting, endorsed by the Council on setting of the Precept each year. The Budget is managed at the discretion of the Clerk who will refer all costs over £100 to the Council or appropriate Committee for approval.
- 3.2 Where training is approved, the Council will pay and/or assist with expenses incurred which may cover such items as tuition and examination fees.
- 3.3 Travelling costs - to be paid at the discretion of the Clerk.
- 3.4 A member of staff attending training events, conferences outside of the normal working pattern, will accrue Time off in Lieu (TOIL). At the discretion of the Clerk this additional time can be paid as additional time at their contracted hourly rate.
- 3.5 Where training facilities and costs are incurred over the value of £100, granted to enable a member of staff to acquire a recognised qualification, it is a condition precedent to the granting of such facilities that the employee shall be required to undertake to remain in the service of the Council for a period of **two** years from the date on which the qualification is obtained. (not from the date of start the training)
- 3.6 If an employee leaves within this two-year period (or whilst training in progress) all costs are reclaimed in full, except in the most exceptional circumstances
- 3.7 Where a member of staff, without good reason, fails to sit for an examination within a reasonable period or fails to show satisfactory progress in his/her studies or discontinues the course, the Council will immediately withdraw the training facility granted and will require all costs refunded in full, in accordance with the undertaking signed by the employee.
- 3.8 Further training - the continuance of facilities under the Scheme, whether for a second or succeeding stage of study or for a second attempt at an examination, shall be granted only if the Council is satisfied either:
- that the member of staff has passed the appropriate examination
  - has otherwise made satisfactory progress in his/her studies
  - merits assistance to enable him/her to sit the examination again.
- 3.9 Non-Attendance - staff attending training (assisted courses, events or conferences) are required to inform the Clerk immediately of any absences, giving reasons. Failure to do so (or late notification other than sickness, bereavement or other legitimate reason) may result in action being taken

under the Disciplinary Procedure for Staff, and result in reimbursement of any costs incurred by the Council, that cannot be recovered.

- 3.10 Training registration - individual councillors or employees are responsible for their registration for the appropriate course and examination via the clerk but not before approval has been obtained. The Council will not meet a financial commitment where prior approval has not been granted.
- 3.11 Annual Subscriptions - the Council will, in addition to the Training budget, pay the annual subscription to the Society of Local Council Clerks (SLCC), Norfolk Association of Local Councils (NALC) and/or Norfolk Parish Training & Support (NPTS) to enable staff and councillors to take advantage of training courses and conferences arranged by those organisations.

#### **4. Identification of Training Needs**

- 4.1 Training needs (and evaluation) for the clerk (and other staff) will be identified as a result of their personal development plans and their appraisal. The council supports relevant training for staff, both one-off and qualification courses.
- 4.2 Training needs may also be a result of legislation changes or changes in circumstance, taking on new services or incidents in the parish.
- 4.3 There is likely to be a need for additional training (for new members) following an ordinary election, by election or co-option. Councillors will also be encouraged to attend a variety of courses to support their role within the council.
- 4.4 Flexible solutions will be provided to any staff or councillors with particular needs.
- 4.5 Training will be identified at the initial induction meetings held with all new employees and councillors; staff needs will be reviewed as part of annual appraisals/performance reviews.

#### **5. Staff Appraisals/Personal Development & Training Plans**

- 5.1 The Clerk (and all staff) will have a personal development plan as part of his / her annual appraisal which will identify skills and knowledge needs.
- 5.2 The Clerk is encouraged to take responsibility for his / her own personal development in terms of identifying appropriate external training and courses.
- 5.3 The Clerk will be responsible for facilitating the training needs of members/and other staff both new and experienced – identifying relevant courses or by coaching or mentoring.

- 5.4 The Council is committed to ensuring that a Training Plan is developed, tailored to the needs of the member of staff or councillor or council as a whole. The Clerk, staff members and councillors will be expected to attend all relevant training days whenever possible.

## **6. Responsibilities**

- 6.1 Further and new opportunities for training will be identified by the Clerk. These may be guided by new activities the Council wishes to undertake or by changes in legislation. The Clerk will be responsible for disseminating information concerning training to members.
- 6.2 Members are encouraged to discuss any needs they identify for themselves with the Clerk. The Clerk is responsible for identifying situations where volunteers may need training, this includes such things as discussion about risk assessments and training regarding the use of equipment.
- 6.3 All those attending training will be responsible for evaluating the training and disseminating lessons learned and actions that need to be taken.
- 6.4 Training courses to be financed from the Council training budget.
- 6.5 It is expected that councillors and staff undertaking qualification training will attend the nearest location or distance learning offering the required course at the appropriate level.

## **7. Review**

- 7.1 This policy will ordinarily be reviewed every three years, but more regular review may be needed if circumstances change. The policy will be reviewed by the clerk before being tabled at a meeting for consideration.

Draft Presented for Adoption 9<sup>th</sup> September 2025

Review due by 9<sup>th</sup> September 2028