

**Minutes of a Staffing Committee Meeting held on 3rd September 2025 at 5:00pm
In the Council Chamber, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

Present: Cllr David Maidstone – Chair of the Committee
 Cllr David Britcher
 Cllr Roy Forder
 Cllr Shelagh Gurney
 Cllr Andrew Lock

Richard Bishop – Locum Clerk

The Chairman welcomed Councillors and opened the meeting at 5pm.

1. Apologies and acceptance for absence

Cllr Greg Britton tendered apologies for this meeting.

2. Declarations of Interest and Dispensations

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

3. 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.

4. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 5 & 6 in view of the confidential and personal nature of the business to be transacted.

This was AGREED.

5. To receive and consider draft adverts, job descriptions, person specifications for current vacancies and to confirm recruitment timetable/procedure.

The Locum Clerk had prepared draft adverts, job descriptions and person specifications for a current vacancy (or vacancies), as previously discussed. The Committee tweaked the wording as necessary and AGREED that one vacancy could be advertised, with details being notified to the Full Council. If the second vacancy was deemed necessary, this would need to be referred to Full Council for approval.

Approved.....

Date.....

6. To receive an update on other on-going staffing matters as appropriate.

The Locum Clerk gave an update on a series of incidents/issues brought to his attention, the majority were reported to the Staffing Committee on 27th August. It was subsequently agreed that these needed further investigation, and the intention was for the Clerk to carry out this task. On reading through the Council's grievance and disciplinary policy and procedure, it was stated that the investigator should be a councillor. It was AGREED that the Council need to appoint a councillor to carry out the investigation. The Locum Clerk raised the issue of appointing a single councillor to this task, which is contrary to Local Government Act 1972, it was therefore recommended that an additional Councillor is appointed as a note taker. With the issues being discussed by the Staffing Committee, it was thought that Committee members had compromised their position and could not carry out the investigation. It was AGREED to refer to Full Council to appoint the investigator and note taker. Cllr Shelagh Gurney offered to be the note taker, stating that she would not be at the Full Council meeting.

There had been further correspondence with the in-coming Parish Clerk, relating to a request to delay the previously agreed starting date of 10th September, which was discussed in detail. Concurrently, advice had been sought and this was conveyed to the Committee for consideration. It was necessary for the Council to prepare for the possibility of keeping to a start date of 10th September, agreeing a delayed start date within a mutually agreed timeframe and the possibility of re-recruiting a Parish Clerk, should the situation unfold in such a way where it was untenable for either or both parties.

It was AGREED not to extend the starting date of 10th September and the Locum Clerk was instructed to respond accordingly. It would be necessary to update the Full Council at their forthcoming meeting on 9th September.

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

No fixed date was agreed, as the next meeting would be determined by circumstances, recruitment, short listing and necessity.

Meeting closed at 6.25pm

Approved.....

Date.....