

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Locum Clerk: Richard Bishop

**Minutes of Staffing Committee Meeting – 24th September 2025 at 3:00pm
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 3pm

1. Apologies and acceptance for absence

Cllr Greg Britton, Cllr Bill Johnson tendered their 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 to 7 in view of the confidential and personal nature of the business to be transacted.

This was **AGREED**.

5. To receive and consider minutes of meetings held on:

(a) 20th August 2025

(b) 27th August 2025

(c) 3rd September 2025

There was a query in respect of confidential reports, the Locum Clerk stated that where discussed and referred to the confidential information, correspondence or reports are held on file. Subject to this clarification, the minutes of the three previous Staffing Committee meetings were **AGREED** as a true record by the committee and signed by the chairman.

6. To receive and consider outstanding issues for current vacancies and recruitment timetable/procedure:

(a) To appoint 3 person panel for Groundsperson & Deputy Facilities Manager interviews.

Approved.....

Date.....

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Cllr Shelagh Gurney, Cllr Andrew Lock and Cllr Bill Johnson were **CONFIRMED** as the interviewing panel for this post, with Cllr David Maidstone as substitute.

(b) To confirm shortlisting procedure for both vacancies.

It was **AGREED** that just the Staffing Committee would decide upon the shortlist for both vacancies, at a meeting on Monday 13th October at 3pm. It was further decided that applications would be redacted as far as personal data was concerned, apart from the applicants name and town/village where they are located. The interviews would be conducted on Wednesday 22nd October from 9.30am, with the panel meeting at 9am.

(c) To draft and confirm interview questions for both vacancies.

The Locum Clerk circulated previous questions used at interviews and additional questions that could be used, recommended by the Facilities Manager. It was requested that the Locum Clerk circulate this information by email and committee members would feedback to Cllr David Maidstone for the Parish Clerk vacancy and to Cllr Shelagh Gurney for the Groundsperson & Deputy Facilities Manager vacancy, they in turn would liaise with the Locum Clerk to finalise and prepare information for both panels.

(d) To finalise arrangements in respect of GDPR and circulation of sensitive data.

Following a lengthy discussion where all options were considered, it was **AGREED** that the Locum Clerk would take charge of all applications received within the office and redact personal information as necessary. It was further **AGREED** that early applications would be circulated as a hard copy to the Staffing Committee by close of business on Wednesday 8th October. The final deadline for applications on both posts is 4pm on Friday 10th October, late applications received would be redacted and circulated as a hard copy to Staffing Committee by lunchtime on Monday 13th October, in preparation for shortlisting later the same day.

(e) To receive update on number of applications received to date.

The Locum Clerk clarified with the committee that all applicants for both posts should as a minimum complete an application form. All applicants received with just a c/v or supporting letter had been informed that this was the case. The number of full applications received for each post was encouraging to date and it was reported by the Locum Clerk that he had answered many enquiries, so was expecting a late surge of applications nearer the deadline.

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

A number of on-going staffing issues were discussed, which covered concerns regarding the administration, getting the balance right between responsibility that are office based and task driven work, that can be delivered remotely, reporting procedures, communication, motivation and morale of office staff.

A short discussion on the on-going investigation and need for HR support to see this through, other management issues and managing staff shortages through until the new staff can start work. It was **AGREED** that all updates/reports/concerns may be brought forward as agenda items in the future, it was important though to focus attention on the current two vacancies and getting these filled at the earliest opportunity.

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

It was **AGREED** not to set a firm date for the next meeting, as things would be dictated by filling the vacancies and agreeing start dates for the two new employees. The Locum Clerk would liaise with the Chairman in this regard.

Meeting closed at 4.40pm

Approved.....

Date.....