

Notice of Staffing Committee Meeting 3 March 2026 at 3pm

in the Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB
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 the Clerk prior to the start of the meeting.

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. 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.
- 4. To receive and consider minutes of the meeting held on 23 February 2026.**
- 5. To consider the date, time and venue of next meeting.**
- 6. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 7 and 8 in view of the confidential and personal nature of the business to be transacted.**
- 7. To receive and consider recommendation from the recruitment panel for the position of Deputy Clerk.**
- 8. To receive a verbal update from the Clerk following the engagement of Council HR & Governance Support to support' an ongoing staffing issue.**

Jonathan Hall
Clerk to the Council

Dated: 25 February 2026

Minutes of a Staffing Committee Meeting – 23 February 2026 at 6.30pm

In the Council Chamber, Diamond Jubilee Lodge, Woodview Road, Hellesdon

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

In attendance:
Jonathan Hall (Clerk)

- 1. Apologies and acceptance for absence**
No apologies had been received.
- 2. Declarations of Interest and Dispensations**
No declarations were made or dispensations applied for.
- 3. Public Participation**
There were no public present.
- 4. To receive and consider minutes of meetings held on 14 January 2026.**
Following an amendment to remove Cllr Britton as present, the minutes of 14 January 2025 were **AGREED** by the Committee as a true record and signed 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 reaming duration of the meeting in view of the confidential and personal nature of the business to be transacted.**
It was **RESOLVED** to exclude the press and the public.
- 6. To receive completed application forms for the position of Deputy Clerk and to produce a shortlist of candidates for interview.**

The applications forms and any covering letters had been circulated to the committee in advance of the meeting. A scoring mechanism had been devised and the committee discussed each applicant in turn. After much discussion the Committee **AGREED** to interview three candidates for the role of Deputy Clerk. The interviews would take place on Tuesday 3 March 2026. Candidates were also to be offered a pre interview visit to be arranged with the Clerk. A staffing meeting would be held in the afternoon of Tuesday 3 March 2026 to consider the recommendation from the recruitment panel.

Approved.....

Date.....

7. To consider providing support for the Clerk from Council HR & Governance Support for ongoing staffing issue.

A written update was provided by the Clerk on the ongoing staffing issue. The committee **RESOLVED** to engage the services of Council HR & Governance Support. The Clerk would provide an update at the next committee meeting.

8. Date, time and venue of next meeting.

Tuesday 3 March 2026 at 3pm at Diamond Jubilee Lodge, Wood View Road Hellesdon Norwich NR6 5QB.

DRAFT

Approved.....

Date.....