

Notice of Staffing Committee Meeting 23 February 2026 at 6:30pm
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 14 January 2026.**
- 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 5 and 6 in view of the confidential and personal nature of the business to be transacted.**
- 6. To receive completed application forms for the position of Deputy Clerk and to produce a shortlist of candidates for interview.**
- 7. To consider providing support for the Clerk from Council HR & Governance Support for an ongoing staffing issue.**
- 8. To consider the date, time and venue of next meeting.**

Jonathan Hall

Clerk to the Council

Dated: 17 February 2026

Minutes of a Staffing Committee Meeting – 14 January 2026 at 3pm
In the Council Chamber, Diamond Jubilee Lodge, Woodview Road, Hellesdon

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

Jonathan Hall (Clerk)
Richard Bishop (Locum Clerk)

1. **Apologies and acceptance for absence**
Apologies were received and accepted from Cllrs D Maidstone and Bill Johnson.
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 11 November 2025.**
The minutes of 11 November 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 remaining 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 and consider outstanding issues for current vacancies, recruitment timetable/procedure and subsequent appointment:**
 - a) **To receive and consider resignation from the Deputy Clerk, to finalise outstanding annual leave due, Time-off-in-lieu accrued, confirm leaving date of 20th January 2026 and address investment in CiLCA training – consider report from Locum Clerk.**
The recommendations of the report were **APPROVED**.

Approved.....

Date.....

b) To receive and consider draft Recruitment Package for a replacement Deputy Clerk – to include advert, job description, person specification and application form; to agree timetable

The committee reviewed the draft package and suggested several amendments to provide more clarity. A privacy notice would also require to be attached to explain how data was being used within the GDPR regulations.

It was agreed to have a closing date for applications by 12 noon on 20 February 2026, with interviews being held week commencing 2 March 2026. Shortlisting would take place at the next staffing meeting which was arranged for 23 February 2026 at 6.30pm.

An exit interview would be made available to the resigning Deputy Clerk. It was suggested that the Clerk produce a checklist for leaving procedures to be followed.

The committee after due consideration it was **RESOLVED** to increase the scope of the pay banding so that the job covered bands 18 to 25.

c) To appoint an Interviewing Panel and agree dates for shortlisting – to confirm this is a Senior position i.e. two further members of the Council would be required.

The position was considered to fall under the category of a senior role and therefore 5 councillors plus the clerk would be in attendance at interviews. It was agreed that the recruitment panel would be formed of:

Clr Britcher
Clr D Maidstone
Clr Gurney
(two other councillors would need to be selected)

It was agreed that interviews would be held face to face and that online interview requests would be refused.

The shortlisting would be undertaken at a meeting on 23 February 2026 at 6.30pm. The Clerk would provide a scoring checklist to aid councillors with the process.

7. **To receive and consider quotation from Council HR & Governance Support for a governance review and on-going HR Support; and whether to take this forward as a recommendation to Full Council.**

This item was deferred to a future meeting.

8. **To receive and consider Draft Staffing Budget for 2026-27.**

The Locum Clerk had prepared a report with draft figures for the staffing budget for 26/27. A discussion took place as to staffing costs for the Community Café. It was suggested this issue is discussed at the Policy, Property and Resources committee when budgets for 26/27 are discussed and recommended to Full Council.

9. **To receive and consider Work Experience request from year 10 student during the week of 11th to 15th May 2026.**

It was **AGREED** to accept the request of work experience for the week 11th to 15th May 2026. A structured work plan would be produced to ensure the student has an engaging week. The Clerk would ensure that all required DBS checks for staff are up to date.

Approved.....

Date.....

10. **To receive an update on other on-going staffing matters as appropriate.**
(a) Report and Risk Assessment from Facilities Manager relating to the erection of a Christmas Tree for the Bull PH; to further consider report by the Locum Clerk and offer to pay any staffing costs incurred.

The report was received and **NOTED**.

- (b) Locum Clerk Report on internal meeting - File note – 12/11/2025

The report was received and **NOTED**.

- (c) Complaint report/incident 13/11/2025 and subsequent response from Locum Clerk.

The report was received and **NOTED**. Staff involved were praised for handling such a difficult situation with care and professionalism.

- (d) Progress report on Investigation of incident(s).

The report was received and **NOTED**. Further work and a briefing to members would be provided in due course.

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

The date and time of the next meeting was agreed as 23 February 2026 at 6.30pm.

Meeting closed at 6.30pm

DRAFT

Approved.....

Date.....