

**Minutes of a Staffing Committee Meeting 14 April 2026 at 3pm**

In the Council Chamber, Diamond Jubilee Lodge, Woodview Road, Hellesdon NR6 5QB

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

**In attendance:**  
Rebecca Larke (Deputy clerk)  
Dave Marshall (Admin)

**1. Apologies and acceptance for absence**

Apologies had been received from Cllr Bill Johnson. These were accepted.

**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 3 March 2026.**

The minutes of 3 March 2026 were **AGREED** by the Committee as a true record and signed by the Chairman.

**5. To consider appointment of HR Governance and Support specialist services at an annual cost of £1900 for a five year contract or £2200 for a three year contract**

Cllr Maidstone stated that he supported the appointment of such specialist services, noting that it was needed to support the Clerk and proposed that the quote was accepted for the longest time. Cllr Gurney asked whether the cost was included in the budget and whether the matter should be discussed and/or approved at a Full Council meeting. Cllr Gurney also asked if the appointment meant attendance at future meetings. A discussion about reviewing staff contracts resulted in the committee pausing this discussion.

**6. To consider recommending to Full Council, as an addition to standing orders, that all members of the staffing committee must undertake HR training within 3 months of their appointment to the committee. (Cllr Britcher)**

Cllr Britcher explained the rationale behind this agenda item following his own attendance recently at such training. Members discussed HR training. It was noted that, ideally, all councillors, would undertake HR training. Cllr Maidstone noted that the Council, as the corporate body, is responsible for staff.

Approved.....

Date.....

The clerk would be requested to propose wording for an amendment to Standing Orders to reflect this new requirement. Cllr Britcher advised that the requirement related to members of the Staffing Committee only, at a cost of approximately £65 per person, and that mandatory and awareness training could be completed online. The Clerk would be requested to propose wording for the Standing Orders to reflect this new requirement.

It was **RESOLVED** to recommend to Full Council, as an amendment to standing orders, that all members of the staffing committee must undertake HR training within 3 months of their appointment to the committee.

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

The date and time of next meeting to be confirmed.

8. It was **RESOLVED** under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the remainder of the meeting in view of the confidential and personal nature of the business to be transacted.

Cllr Gurney proposed that the Deputy Clerk and Admin staff member temporarily leave the meeting. All agreed.

**3.45pm The Deputy Clerk and Admin staff member left the room.**

**9. To receive and consider report from independent investigator.**

The Chairman, Cllr Maidstone explained the current situation regarding the confidential investigation. Item 6 was read out including recommendations at 6.1 and 6.2. It was **RESOLVED** to accept the recommendations of the report.

**4.20 pm Deputy Clerk and Admin member of staff returned to the meeting**

On reconvening, the Chair reinstated the press and public. It was **RESOLVED** to accept quotation for the five-year HR contract at an annual cost of £1,900.

**Meeting closed 4:30 pm**

Approved.....

Date.....