HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk
Clerk: Jonathan Hall Deputy Clerk: Rebecca Larke

Notice of Staffing Committee Meeting on 26 November 2026 at 7pm

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

The Openness of Local Government Bodies Regulations 2014 permit attendance by members of the public and media for the purpose of reporting, filming, photographing or audio recording public meetings. Anyone wishing to record proceedings is requested, as a courtesy, to notify the Chair or Clerk before the meeting commences. Any recording must not be disruptive to the conduct of the meeting.

Committee Members are summoned to attend for the purpose of transacting the following business:

AGENDA

1. **Apologies and acceptance for absence**

2. **Declarations of Interest and Dispensations**

3. **To receive and approve minutes of the meeting held on 30 July 2026.**

4. **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.

5. **To consider and agree draft committee budget for financial year 1 April 2027 to 31 March 2028 and to recommend draft budget to Property Policy & Resources Committee meeting scheduled for 14 December 2026.**

6. **To consider a resolution 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.**

7. **To receive Clerk's report on confidential Committee matters and to note.**

8. **To consider matters within the Committee's remit as part of budget planning for 27/28.**

9. **To consider time, date and venue of next committee meeting.**

Jonathan Hall
Clerk to the Council **Dated: 20 November 2026**

HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk
Clerk: Jonathan Hall

Minutes of a Staffing Committee Meeting 30 July 2026 at 7pm

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 Roy Forder
Cllr Bill Johnson
Cllr David Maidstone
Cllr Andrew Lock

In attendance:
Jonathan Hall (Clerk)

1. **Apologies and acceptance for absence**
Apologies had been received from Cllr John Knowles. 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 11 June 2026.**
The minutes of 14 April 2026 were **AGREED** by the Committee as a true record and signed by the Chairman.

5. **To recommend Committee Terms of Reference for approval by Full Council**
The committee reviewed the suggested changes to the Terms of Reference and **RESOLVED** to accept the terms of reference, for **recommendation** to Full Council, with the following amendments:
    - Membership – paragraph to read:
        - Membership will be made up of seven Councillors. To preserve confidentiality and avoid conflicts of interest, substitute members will not be permitted. This also helps to ensure an appropriate separation of responsibilities and duties where Councillors may be appointed to other staffing panels.
        - Standing Items – All meetings to add: To review budget monitoring report.
        - Standing Items – First meeting to add: To review committee membership training.
        - Standing Items – First meeting to amend: To consider procedures of staffing **matters** panels

6. **To receive budget monitoring report and to note.**
The committee received the budget report which covered the period of 1 April 2026 to 24 July 2026. It was noted that the data from the previous financial year 25/26 had not yet been uploaded to Scribe Accounts. This was in the process of being completed.

Approved…….....

Date.....

In addition, some of the assumed budget figures did not seem to be correct and the Clerk was asked to look at this and report back to the committee at the next meeting.

The committee agreed that in addition to the cost codes under the cost centre (6) for Staffing, lines in the budget should included HR Support Services and Law Advice, although the latter maybe picked up in the retainer fee to NP Law manged by the Property, Policy and Resources Committee (PP&R) and also in the HR Support Services.

7. **To consider and adopt suite of policies from Council HR & Governance to replace current policies within staff handbook**
A suite of up to date polices were presented to the committee which had been sent from Council HR and Governance Support (CHRGS) to replace those policies included within the current staff handbook. The committee accepted that the policies met the requirements with the addition of the Council's logos and review dates included.

However the committee consider that the polices would be better adopted as part of an overall HR Governance review by CHRGS. This would be classed as specialist work and as a result, under the Council's financial regulations, would be exempt from the usual procurement rules. It was **RESOLVED** to:

- Ask the Clerk to contact CHRGS to obtain a quote for a HR Governance review.
- Present the quote to Full Council for the 11 August 2026 meeting as a r**ecommendation** from the committee. It was anticipated the quote would be over £5,000 which would require full council approval within the Council's Financial Regulations.
- Ask the Clerk to email to committee members the current staff handbook.

8. **To consider and agree change to recruitment process to relieve members of interviewing duties for junior positions**
There was some confusion regarding the existing procedure for recruitment of junior positions and it was confirmed that the existing policy was identical to the proposed policy. It was noted that the Deputy Facilities Manager position needed to be added to the list of senior appointments.

9. 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.

The meeting was closed to the press and public

10. **To receive Clerk's report on confidential committee matters and to note.**
The Clerk's report was circulated prior to the meeting.

Staff pay rises
The final pay offer for 26/27 of a 3.3% pay raise has been confirmed by NJC. The unions have rejected the offer and are balloting staff for strike action.

Workloads
The Clerk outlined the position which would continue as an ongoing discussion in the monthly meetings with the Chair of the Council and Chair of the Committee.

Staff training
The Clerk will produce a training matrix to capture all training needs, review periods and evaluation. A skills matrix would be added to help identify an holistic view of each staff member.

Approved…….....

Date.....

Training was required for the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) which the Council will have to be fully compliant with by 31 March 2027. NALC have yet to issued a legal advice note on the subject.

Appraisals
The Clerk acknowledged that the annual appraisals report was due to the committee. Advice had been received from CHRGS earlier that day as to the correct approach that should be taken. This will be shared with the committee when the report is presented at a future meeting.

Staff Emails
The Clerk confirmed that all emails had been switched to a .gov.uk domain. Training is required for both councillors and staff on Assertion 10. The committee **RESOLVED** to ask that email addresses are switched from generic post box names to staff member names.

Mobile Phones
The Clerk confirmed that all Council issued mobile phones have had automatic software system updates switched on. All phones were currently using the most up to date operating system.

11. To consider reports from staff completing their probation period and to agree recommendation to approve their substantive employment.
The committee **RESOLVED** to appoint Chris Fisher's substantive employment. It was agreed that Chris Fisher's job description required updating to reflect his deputisation duties for the Kitchen. Training would be undertake to meet the requirements. An amendment to the current staff structure chart is required until such time Chris has completed his training.

The Committee agreed that the Chair and Vice Chair of the Committee, together with the Chair of the Council form the probation panel for the Clerk's probation meeting. The meeting would be held on 18 August 2026 at 10am at the Parish Council Office.

12. To consider proposal to switch staff member into the vacant caretaker role.
The Committee **RESOLVED** to appoint Russell Sands to the vacant caretaker role. The position of Community Janitor would be advertised shortly once the Clerk has considered the job description and need for additional hours in discussion with the Facilities Manager.

Meeting closed at 10.09pm

DRAFT

Approved…….....

Date.....

HELLESDON PARISH COUNCIL

ITEM NO: 5

Report for : Staffing Committee

Date: 26 November 2026

Item Title: To consider and agree draft committee budget for financial year 1 April 2027 to 31 March 2028 and to recommend draft budget to Property Policy & Resources Committee meeting scheduled for 14 December 2026.

Background and Purpose

Background

Under its terms of reference the Staffing Committee is responsible for compiling its annual budget and presenting it for approval. The draft budget agreed at this meeting will be recommended to the Property, Policy & Resources (PP&R) Committee on 14 December 2026, ahead of Full Council setting the budget and precept for 2027/28 in January 2027.

Purpose

This report presents the draft Staffing Committee budget (cost centre 6) for the financial year 1 April 2027 to 31 March 2028, explains how it has been prepared and sets out the main changes from 2026/27.

How the budget has been prepared

Pay has been calculated for each post using the November 2026 payroll (pay period 8). This already reflects the 2026/27 NJC pay award of 3.3%, which was agreed in August 2026 and backdated to 1 April 2026.

- A pay award of 3.5% has been assumed for 2027/28. The national award for April 2027 is not yet known.
- Overtime and additional hours are based on the average paid from April to November 2026.
- Employer National Insurance is calculated at 15% on pay above £5,000 per employee. HMRC has confirmed that these thresholds are unchanged for 2027/28.
- Employer pension is calculated at each member's current rate: 19.5% for the Local Government Pension Scheme (LGPS) and 5% for NEST. Staff who are not currently in a scheme are budgeted with no employer contribution.

- Training, agency personnel and uniform have been carried forward at the 2026/27 agreed figures. £2,500.00 has been included for legal and professional fees.

Presentation of the budget

The budget is shown on a gross basis, which is the full cost to the council. Codes 601 to 604 show gross pay, which includes the income tax (PAYE), employee National Insurance and employee pension contributions that are deducted from staff pay. For this reason codes 605 (PAYE) and 613 (Employee NI) show nil, and code 607 shows the council's employer pension contributions only. This is the same basis as the 2025/26 and 2026/27 budgets.

The accounting system posts salaries at net pay, with tax, employee NI and pension on separate codes. The actual and estimated year end figures for 2026/27 have therefore been restated on the same gross basis so that each line can be compared. A net version of the budget, matching how payments are posted in the accounts, has also been prepared. It gives the same total of £507,599.86.

The estimated year end for 2026/27 is based on spend to 23 November 2026, divided by 12 with four months added. It has been adjusted for known items that do not yet show in the reports (training, legal and professional fees, and uniform).

Budget lines transferred to PP&R

The following lines have moved to the PP&R Committee and are no longer included in the Staffing budget from 2026/27 onwards. They are shown for 2025/26 for reference only.

Code	Budget heading	2025/26 Budget	Now held by
4030	Additional Staff (Norse)	£13,450.00	PP&R
4050	Staff Expenses	£0.00	PP&R
4090	Protective clothing / workwear	£2,500.00	PP&R
4345	Surface Clean Chemicals	£0.00	PP&R
4480	Memberships & Subscriptions	£0.00	PP&R

Staffing changes reflected in the budget

- A member of the grounds team has transferred to a caretaker post. Caretaking is therefore budgeted for three posts.
- The resulting grounds vacancy has been budgeted for the full year at SCP 7 (£27,274.00 at 2026/27 rates). This is one spinal point below the caretaker rate. The total cost, including the 3.5% award, employer NI and pension, is £33,124.31.
- Two incremental progressions of one spinal point each within the administration team have been included from 1 April 2027. Together these add £2,107.49 including on-costs.

Summary of what is being proposed

Code	Budget heading	2026/27 Agreed	2026/27 Est. Year End	2027/28 Proposed	Change on 2026/27
601	Admin Staff	£129,591.00	£121,986.12	£139,703.88	£10,112.88
602	Groundstaff	£109,496.00	£104,050.48	£140,928.90	£31,432.90
603	Caretakers	£104,611.00	£67,102.81	£77,226.19	-£27,384.81
604	Cafe Staff	£33,993.00	£33,435.56	£38,446.78	£4,453.78

Code	Budget heading	2026/27 Agreed	2026/27 Est. Year End	2027/28 Proposed	Change on 2026/27
605	PAYE (within gross pay)	£0.00	£0.00	£0.00	£0.00
613	Employee NI (within gross pay)	£0.00	£0.00	£0.00	£0.00
607	Pension Scheme (employer)	£36,383.00	£25,836.83	£28,526.06	-£7,856.94
606	Employer NI	£45,019.00	£42,575.21	£47,768.06	£2,749.06
608	Staff Training	£6,500.00	£3,500.00	£6,500.00	£0.00
609	Agency Personnel	£25,000.00	£18,605.41	£25,000.00	£0.00
611	Legal & Professional Fees	£0.00	£3,440.00	£2,500.00	£2,500.00
612	Uniform	£1,000.00	£950.00	£1,000.00	£0.00
	Total	**£491,593.00**	**£421,482.41**	**£507,599.86**	**£16,006.86**

Proposed expenditure for 2027/28 is £507,599.86. This is an increase of £16,006.86 (3.3%) on the 2026/27 agreed budget of £491,593.00, excluding the lines transferred to PP&R. The 2026/27 agreed figure for PAYE (£32,417.00) is excluded from that total because it is a processing line.

Explanation of the main variances

- Admin Staff (601): +£10,112.88 – the 3.5% pay assumption and the two incremental progressions.
- Groundstaff (602): +£31,432.90 – the vacant post is budgeted for the full year alongside the existing grounds team.
- Caretakers (603): -£27,384.81 – the budget reflects the three caretaker posts now in place. The 2026/27 figure allowed for a larger establishment.
- Cafe Staff (604): +£4,453.78 – the pay assumption and the average level of additional hours being worked.
- Pension Scheme (607): -£7,856.94 – employer contributions only, based on current scheme membership. One employee has left the scheme.
- Employer NI (606): +£2,749.06 – follows the increase in gross pay.
- Legal & Professional Fees (611): +£2,500.00 – a new line. £890.00 has been spent so far in 2026/27, with an estimated year end of £3,440.00. this line includes Council HR & Governance annual fee plus costs of Occupational Health reports.

Risks and points to note

- Each 1% difference between the assumed and actual 2027/28 pay award changes the budget by approximately £4,700.00, including employer NI and pension.
- The agency personnel budget of £25,000.00 has been carried forward. Spend to date is £13,954.06. This solely relates to personnel hired from agency to cover the Kitchen Manager position.
- If any member of staff joins or rejoins a pension scheme, employer pension costs will increase.
- A payment of £523.95 for agency personnel was posted to code 804 in error. It has been included under agency personnel (609), and the accounts have now been corrected.

Conclusion

The draft Staffing Committee budget for 2027/28 is £507,599.86 on a gross basis. The increase of £16,006.86 (3.3%) on the 2026/27 agreed budget is mainly due to the assumed 3.5% pay award, budgeting the grounds vacancy for a full year, and two incremental progressions. It is partly offset by the change to caretaking and lower employer pension costs.

Actions Required / Recommendations

The committee is asked to:

1. Note the basis on which the budget has been prepared, including the assumed 3.5% pay award for 2027/28.
2. Note the budget lines transferred to the Property, Policy & Resources Committee.
3. Agree the draft Staffing Committee budget for 2027/28 of £507,599.86.
4. Recommend the draft budget to the Property, Policy & Resources Committee meeting on 14 December 2026.

Author: Clerk

Date 23 November 2026

23/11/2026 Hellesdon Parish Council Current Year

Annual Budget - By Centre (Actual YTD Month 8)

Staffing

Note: Budget 2027/2028 (gross pay basis - cost to the cou

		2025/2026		2026/2027				2027/2028
		Budget	Est. Outturn	Agreed	Actual YTD (gross)	Estimated Year End	Carried Forward	Budget
6	**Staff**							
601	Admin Staff	127,393.00	69,992.40	129,591.00	91,489.59	121,986.12	-	139,703.88
602	Groundstaff	88,424.00	66,375.60	109,496.00	78,037.86	104,050.48	-	140,928.90
603	Caretakers	86,743.00	62,079.60	104,611.00	50,327.10	67,102.81	-	77,226.19
604	Cafe Staff	34,293.00	29,487.60	33,993.00	25,076.67	33,435.56	-	38,446.78
607	Pension Scheme	38,000.00	31,350.00	36,383.00	19,377.62	25,836.83	-	28,526.06
608	Staff training	4,500.00	4,990.00	6,500.00	430.00	3,500.00	-	6,500.00
609	Agency Personnel	4,127.00	23,049.60	25,000.00	13,954.06	18,605.41	-	25,000.00
611	Legal & Professional Fees	-	-	-	890.00	3,440.00	-	2,500.00
606	Employer NI	39,040.00	40,659.60	45,019.00	31,931.41	42,575.21	-	47,768.06
612	Uniform	-	-	1,000.00	99.40	950.00	-	1,000.00
	Overhead Expenditure	438,470.00	360,652.00	491,593.00	311,613.71	421,482.41	-	507,599.86

	Net Expenditure for Staffing							507,599.86

23/11/2026 Hellesdon Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)
Note: Budget 2027/2028 (NET)

Staffing

		2025/2026		2026/2027			2027/2028	
		Budget	Est. Outturn	Agreed	Actual YTD	Estimated Year End	Carried Forward	Budget
6	**Staff**							
601	Admin Staff	127,393.00	69,992.40	129,591.00	68,242.02	90,989.36	-	107,328.97
602	Groundstaff	88,424.00	66,375.60	109,496.00	60,410.41	80,547.21	-	110,842.05
603	Care Takers	86,743.00	62,079.60	104,611.00	41,233.53	54,978.04	-	63,415.25
604	Cafe Staff	34,293.00	29,487.60	33,993.00	22,264.02	29,685.36	-	34,441.02
605	PAYE	-	31,171.20	32,417.00	32,741.42	43,655.23	-	49,145.90
613	Employee NI	-	-	-	10,682.83	14,243.77	-	16,620.13
607	Pension Scheme	38,000.00	31,350.00	36,383.00	28,734.61	38,312.81	-	43,038.49
608	Staff training	4,500.00	4,990.00	6,500.00	430.00	3,500.00	-	6,500.00
609	Agency Personnel	4,127.00	23,049.60	25,000.00	13,954.06	18,605.41	-	25,000.00
611	Legal & Professional Fees	-	-	-	890.00	3,440.00	-	2,500.00
606	Employer NI	39,040.00	40,659.60	45,019.00	31,931.41	42,575.21	-	47,768.06
612	Uniform	-	-	1,000.00	99.40	950.00	-	1,000.00
	Overhead Expenditure	438,470.00	360,652.00	491,593.00	311,613.71	421,482.41	-	507,599.86

	Net Expenditure for Staffing							**507,599.86**