# **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: contact@hellesdon-pc.gov.uk

Minutes of the meeting of the Staffing Committee held on Monday 21 May 2018 at 7pm in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

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Cllr. Knowles Cllr. Prutton

Cllr. G Britton Cllr. R Grady Cllr. S Gurney Cllr. D King

Mark Knight- Clerk to the Council

### **IN ATTENDANCE**

The Parish Clerk opened the meeting at 7.00pm and welcomed those present and invited nominations for Chairman.

# 1. <u>Election of Chairman</u>

Cllr Knowles was nominated and was happy to hold this positon **RESOLVED** Cllr. John Knowles holds position of Chairman

# 2. <u>Election of Vice Chairman</u>

Cllr King was nominated and was happy to hold this positon **RESOLVED** Cllr. King holds position of Vice Chairman

## 3. Absence and Apologies for absence

All members present

### 4. Declarations of Interests and Dispensations

None declared.

Dispensations. None Received

# 5. <u>To receive approval of the minutes of the committee meetings held on 5<sup>th</sup> March and 30<sup>th</sup> April 2018 from those members present at the held meeting.</u>

These were noted and signed by the Chair as a true record.

#### 6. Terms of Reference

1	
•	Approved
	Date

Staffing Committee Mins 21 May 2018

The draft document was considered. It was agreed to **RECOMMEND** to full council approval of the document.

## 7. Public Participation

None in attendance.

8. **RESOLVED** that under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the Press and the Public for the duration of items 10.2 (i) & (ii) in order to discuss matters where publicity would be prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted and that this business to be discussed after after the agenda item which confirms the details of the next meeting.

## 9. **General Matters**

- **9.1** There were no issues raised here by those members present.
- **9.2** Much discussion took place over the progress and procedure to be followed concerning the current recruitment process. The panel for selection and interview was decided upon.

Cllr. Knowles raised the subject of the appraisal process of the Parish Clerk and it was agreed that a Strategic Plan should be developed and put in place to assist with this process. This process to fall under the remit initially of the Policy, Property and Resources Committee, with input and approval resting with the Full Parish Council.

- **9.3** This document was formally adopted.
- **9.4** This process, having already been spoken about in item 9.2 was noted and it was considered that the high number of applications was encouraging.

### 10. Exchange of information

None

# 12. <u>Date, time and venue of next meeting</u>

It was agreed that the meetings for the upcoming year would be held in Diamond Jubilee Lodge at 7pm on the following dates: Tuesday 26<sup>th</sup> June, Tuesday 31<sup>st</sup> July, Tuesday 28<sup>th</sup> August, Tuesday 25<sup>th</sup> September, Tuesday 12<sup>th</sup> November, 2018 and Tuesday 4<sup>th</sup> March 2019.

The meeting closed at 7.43pm.

2	Approved
	Date