

Minutes of the meeting of the Staffing Committee held on **Thursday 20th November 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, H. Kisby, N. Quinsey (Chair) and A. Taylor.

In attendance: Amy Pinkham; Parish Clerk & RFO, no members of the public present.

Meeting Opened: 7:00pm

1. To receive apologies and consider acceptance for absence.

None.

2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg 1-4].

None.

3. To receive minutes of the meeting of the Staffing Committee held on 4th September 2025 for approval [Pg 5-7].

The minutes were **AGREED** as an accurate record of the meeting subject to amendment to agenda item 7 where the date was changed from “2025-26” to “2026-27”. The minutes and the amendment were signed by the Chair.

4. To receive any questions or comments from members of the public.

None.

5. To receive Clerk’s Report on Committee matters arising from previous meetings [Pg 8-10].

The Committee received the report with no further questions or comments.

6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [Pg11-13].

The Committee received the report with no further questions or comments.

7. To receive draft budget for 2026-27 and consider recommendation for approval by Council [Pg 14-17].

The Committee **AGREED** to recommend the draft budget as presented for approval by Council subject to inclusion of final Employer National Insurance rates and Pension Contributions.

In relation to the Lone Worker Device, it was noted that the Lone Worker Policy would be updated subject to budget approval by Council.

8. To consider adoption of Recruitment & Selection Policy for recommendation for approval by Council [Pg 18-22].

The Committee **AGREED** to recommend the Recruitment & Selection Policy as presented for approval by Council subject to the following amendments;

Section 3: To remove Council approval on the recruitment process and documents in line with the staffing Terms of Reference.

Section 4: To remove reference to Council approval on advertisements in line with Staffing Terms of Reference.

Section 4: To replace reference to the use of formal application forms with curriculum vitae and covering letter.

Section 6: To include training may be delivered by Parish Clerk as appropriate.

Section 6: To amend interview panel members to “Chair of the Staffing Committee and two members of the Staffing Committee” and that “the Staffing Committee may resolve who will be appointed if members aren’t available”.

9. To consider adoption of Equal Opportunities Policy for recommendation for approval by Council [Pg 23-26].

The Committee **AGREED** to recommend the Equal Opportunities Policy as presented for approval by Council.

10. To note office closure dates for 2025-26 Christmas period [Pg 27-28].

The Committee noted the office closure dates for information.

11. To note exchange of information.

None.

12. Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of items 13 - 17.

The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 13-17.

13. To receive and agree outcomes from the Parish Clerk's annual appraisal [Pg 29-34].

Parish Clerk left the meeting 7:25pm and returned at 7:32pm.

The Committee **AGREED** the outcomes as presented.

14. To receive and agree outcomes from the Deputy Clerk & Facilities Manager's annual appraisal [Pg 35-45].

The Committee **AGREED** the outcomes as presented.

15. To receive Annual Appraisal Report and consider recommendation for presentation to Council [Pg 46-49].

The Committee **AGREED** to circulate the report to Council as presented. It was noted that the item would be considered by Council with the exclusion of the public and press to retain confidentiality and would not be published on the Parish Council website.

16. To agree arrangements for Staff Training [Pg 50-52].

The Committee **AGREED** arrangements for staff training with details recorded in a separate report. It was noted that the budget would be amended to reflect the change accordingly.

17. To receive update on staffing matters.

It was anticipated that a member of staff may require a leave of absence in 2026 for medical reasons for up to 6 weeks. The Staffing Committee would receive a further update in due course and would take necessary action to ensure appropriate cover arrangements as necessary.

18. To note the date and time of the next meeting is scheduled to take place on Thursday 19th February 2026 at 7pm at KGV.

The Committee **AGREED** to amend the date of the next meeting to Thursday 5th March due to staff absence.

Meeting closed: 8:10pm.

Paper	S2: Declarations of Interest.
Meeting	Staffing Committee
Date	20 th November 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Declarations of Interests</u></p> <p>All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.</p> <p>At the start of the meeting, Committee members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.</p> <p>Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.</p> <p>You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.</p> <p>If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.</p> <p>Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.</p> <p>A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.</p> <p>For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.</p>	
Recommendation	
The Committee is asked to note the paper for information.	

Interests Flowchart

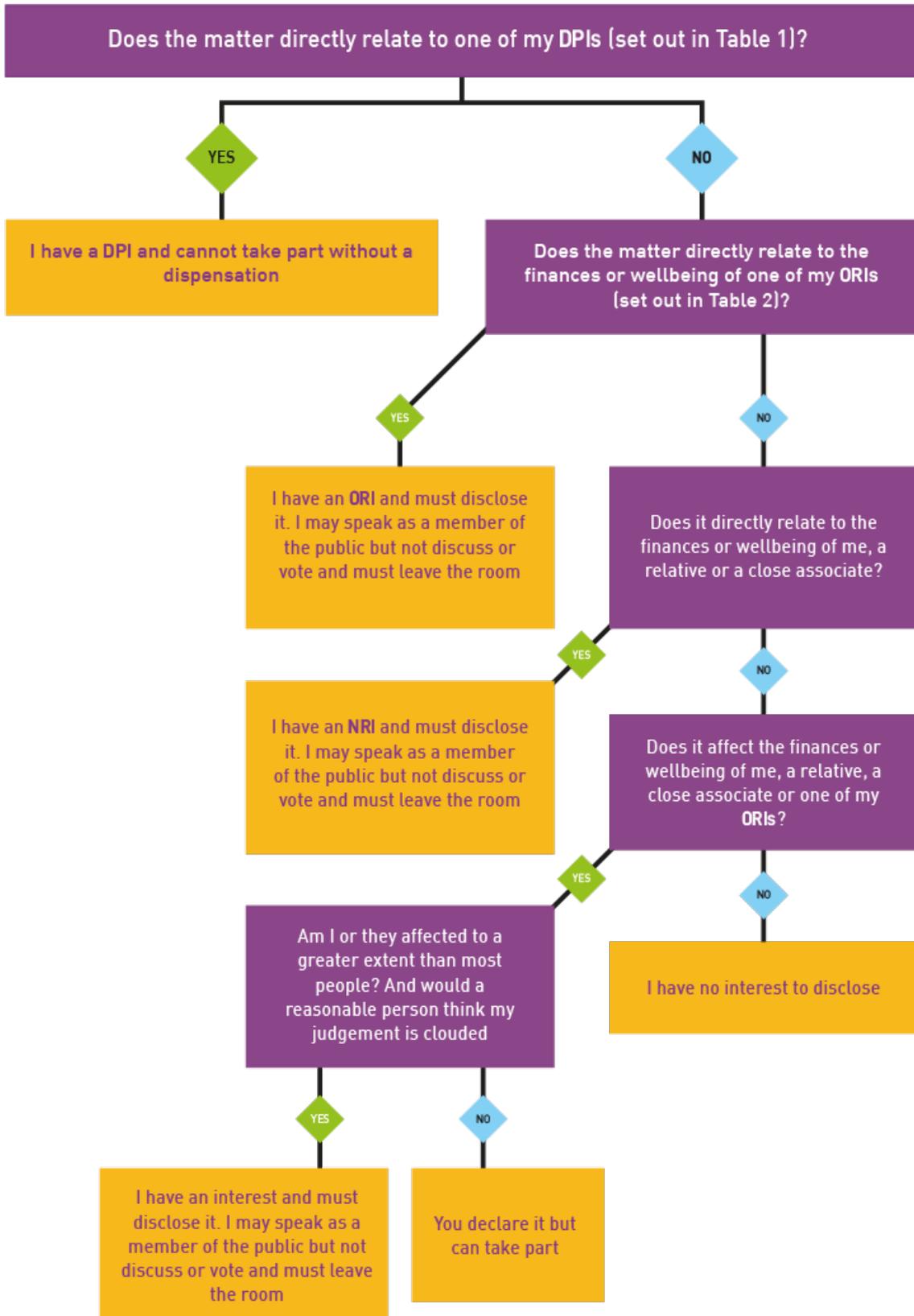


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Paper	S3: To receive minutes for approval.
Meeting	Staffing Committee
Date	20 th November 2025
Author	Parish Clerk & RFO
Summary	
<p>Per section 12 of the Council’s adopted Standing Orders, Committee members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council’s adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> i. the time and place of the meeting; ii. the names of councillors who are present and the names of councillors who are absent; iii. interests that have been declared by councillors and non-councillors with voting rights; iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights; v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; vii. and the resolutions made. 	
Recommendation	
<p>The Committee is asked to confirm the accuracy of the minutes of the last meeting of the Committee.</p>	

Minutes of meeting of the Staffing Committee held on **Thursday 4th September, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, H. Kisby, N. Quinsey (Chair) and A. Taylor.

In attendance: Amy Pinkham; Parish Clerk & RFO, no members of the public present.

Meeting Opened: 7:00pm

1. To receive apologies and consider acceptance for absence.

None.

2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].

None.

3. To receive minutes of the meeting of the Staffing Committee held on 22nd May 2025 for approval [Pg5-7].

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.

4. To receive any questions or comments from members of the public on matters on the agenda.

None.

5. To receive Clerk's Report on Committee matters arising from previous meetings [Pg8-9].

The Committee received the report with no further questions or comments.

6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [Pg10-12].

The Committee received the report with no further questions. It was noted that the CiLCA training would be considered further under item 13 of the agenda.

7. To consider budget proposals for 2025-26 financial year [Pg13-15].

The Committee **AGREED** to include the budget proposals as presented. It was noted there was no planned recruitment and that PPE could be included in Staffing Budget as needed.

8. To note the National Joint Council for Local Government Services Pay Agreement 2025 [Pg16].

The Committee noted the report with no further questions or comments.

9. To consider amendments to staff contracts and employment documents in line with recommendation from HR Consultant [Pg17-46].

The Committee **AGREED** the amendments to staff contracts as presented.

10. To review Lone Working Policy and Risk Assessment for recommendation for approval by Council [Pg47-57].

The Committee **AGREED** to recommend the Lone Working Policy and Risk Assessment as presented for approval by Council subject to including the rating wording in the Risk Assessment.

11. To note exchange of information.

None.

12. Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 13.

The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of item 13.

13. To receive update on staffing matters.

The Committee received a general update on staffing matters for all staff including wellbeing, work planning and capacity and training and development. Feedback was recorded in a separate report.

The Committee acknowledged the challenging workload for office staff and that the matter would be addressed as part of the upcoming annual appraisals including discussion of any agreed parameters for completing the CiLCA qualification.

It was noted that the annual appraisals for both the Deputy Clerk & Facilities Manager and Parish Clerk & RFO would be scheduled in time to be received at the next meeting of the Staffing Committee for consideration.

As part of the annual appraisal for the Deputy Clerk & Facilities Manager, the Committee noted it would be valuable to receive feedback on the new role including insight into the role itself, allocation of hours and an understanding of where time was spent.

It was noted that the volume of meetings in August could be reviewed for the 2026-27 meeting schedule to alleviate time pressures on staff and attendance by Council members.

14. To note the date and time of the next meeting is scheduled to take place on 20th November 2025 at 7pm at KGV.

The Committee noted the date and time of the next meeting.

Meeting Closed: 7:44pm

Paper	S5: To receive the Clerks Report on Committee matters arising from previous meetings.
Meeting	Staffing Committee
Date	20 th November 2025
Author	Parish Clerk & RFO
Summary	
<p>It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none"> 1. The meeting date 2. The minute reference 3. The agenda item 4. The resolution 5. Status update <p>The Clerks Report on Committee matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.</p> <p>If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.</p> <p>Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.</p>	
Recommendation	
The Committee is asked to receive the report for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
22/05/2025	7	To consider amendments to staff contracts and employment documents in line with employment law changes and recommendation from HR Consultant	The Committee AGREED to amend the staff contracts and employment documents as presented to ensure the Council continued to meet its responsibilities under the terms and conditions of service with Personnel Advice and Solutions Ltd.	Complete: Response received from Personnel Advice & Solutions presented under item 9 of the September 2025 meeting. See outcome below.
04/09/2025	3	To receive minutes of the meeting of the Staffing Committee held on 22nd May 2025 for approval	The minutes were AGREED as an accurate record of the meeting and signed by the Chair.	Complete: Approved minutes published on Council website.
04/09/2025	7	To consider budget proposals for 2025-26 financial year	The Committee AGREED to include the budget proposals as presented. It was noted there was no planned recruitment and that PPE could be included in Staffing Budget as needed.	Complete: Budget proposals included in the draft budget as agreed by the Committee and presented under item 7 of the November 2025 agenda for consideration.
04/09/2025	9	To consider amendments to staff contracts and employment documents in line with recommendation from HR Consultant	The Committee AGREED the amendments to staff contracts as presented.	Complete: Final copies of contracts, staff handbook and staff memo emailed to Personnel Advice & Solutions Ltd. 09/09/2025 for confirmation. Employment documents issued, signed and returned by all staff.
04/09/2025	10	To review Lone Working Policy and Risk Assessment for recommendation for approval by Council	The Committee AGREED to recommend the Lone Working Policy and Risk Assessment as presented for approval by Council subject to including the rating wording in the Risk Assessment.	Complete: Policy and Risk Assessment updated in line with recommendation from the Staffing Committee. Presented and approved at the October 2025 meeting of the Council.

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
04/09/2025	12	Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 13.	The Committee AGREED that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of item 13.	Complete: No further action required.

Paper	S6: To receive statement of receipts and payments to date and explanation of variance.
Meeting	Staffing Committee
Date	20 th November 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>Budget reports within Scribe Accounts are a key financial reporting feature. The report adjusts the annual budget according to routine payments and planned activity throughout the year, producing an accurate comparison between budgeted and actual expenditure per quarter.</p> <p>Budget reports are available live from Scribe and presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.</p> <p>The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.</p> <p><u>Quarterly Reports</u></p> <p>In addition, the Finance & General Purposes Committee will receive quarterly reports for all Committees of the Council with the aim of:</p> <ul style="list-style-type: none"> • Monitoring financial performance, helping to identify potential issues or inefficiencies throughout the year • Refining budgeting and forecasting processes over time • Gaining an informed understanding of financial performance as affected by various factors • Creating more accurate and flexible budgets that better anticipate Council's future needs and adapt to different circumstances • Streamlining variance reporting required for Year-End <p>The Finance & General Purposes Committee reviewed the Staffing Committee budget report for Q2 at the October meeting and made no recommendation for action.</p> <p><u>For Information</u></p> <p>Please note, budget reports do not include year-end adjustments and Scribe plans to update the reporting feature sometime in the future.</p>	
Recommendation	
The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.	

Explanation of Material Variances: Accumulative to end of Q2						
Ref.	Cost Centre	Budgeted	Actual	Variance	Explanation Required	Comment
6	Staffing	£58,728.36	£56,571.86	3%	N	N/A

Drayton Parish Council - Quarter 2
(01/07/2025 to 30/09/2025 - Cost Centre 30)

	2nd Quarter						Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
6. Staffing												
61 Salaries			(N/A)	20,765.17	20,867.34	-102.17(-0%)			(N/A)	41,530.34	40,483.56	1,046.78(2%)
65 Employer Pension Contributions			(N/A)	4,672.16	4,695.18	-23.02(-0%)			(N/A)	9,344.32	9,108.87	235.45(2%)
68 Staff Training & Development			(N/A)	112.50	35.00	77.50(68%)			(N/A)	675.00	35.00	640.00(94%)
69 Recruitment			(N/A)			(N/A)			(N/A)			(N/A)
601 Expenses/Mileage			(N/A)	722.07	729.87	-7.80(-1%)			(N/A)	1,444.14	1,397.81	46.33(3%)
602 Consultancy Services			(N/A)	315.00	300.00	15.00(4%)			(N/A)	630.00	600.00	30.00(4%)
8529 Locum Clerk Services			(N/A)			(N/A)			(N/A)			(N/A)
8531 Employer NI Contributions			(N/A)	2,552.28	2,567.14	-14.86(-0%)			(N/A)	5,104.56	4,946.62	157.94(3%)
Sub Total for 6. Staffing			(N/A)	29,139.18	29,194.53	-55.35(-0%)			(N/A)	58,728.36	56,571.86	2,156.50(3%)
TOTALS.....			(N/A)	29,139.18	29,194.53	-55.35(-0%)			(N/A)	58,728.36	56,571.86	2,156.50(-94%)
				NET Variance Quarter 2		-55.35				NET accumulative variance to END of Quarter 2.....		2,156.50

Paper	S7: To consider draft budget for 2026-27 and make recommendations for amendment.
Meeting	Staffing Committee
Date	20 th November 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>Per section 4.5 of the Council’s adopted Financial Regulations, the Committee will consider a draft budget for Staffing Committee and submit proposed amendments to the council not later than the end of Q3.</p> <p>The Committee may make recommendations for amendment prior to presentation for approval by Council at its December meeting.</p>	
Recommendation	
<p>The Committee is asked to consider the draft budget for amendment and recommendation for approval by Council at the December meeting.</p>	

6. STAFFING EXPENDITURE								
ID#	Cost Code	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
61	Salaries	£69,969.12	£70,658.91	£83,060.67	£40,483.56	£80,967.12	£85,569.80	
8531	Employer NI Contributions	£5,888.35	£5,664.64	£10,209.10	£4,946.62	£9,893.20	TBC	
65	Employer Pension Contributions	£16,092.91	£14,700.69	£18,688.65	£9,108.87	£18,217.71	TBC	
68	Staff Training & Development	£1,100.00	£733.50	£900.00	£115.00	£565.00	£1,097.00	
69	Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
601	Expenses/Mileage	£900.00	£2,055.24	£2,888.27	£1,397.81	£2,795.63	£3,283.27	
602	Consultancy Services	£1,200.00	£1,200.00	£1,260.00	£600.00	£1,200.00	£1,200.00	
8529	Locum Clerk Services	£0.00	£298.75	£0.00	£0.00	£0.00	£0.00	
SUB TOTAL EXPENDITURE		£95,150.38	£95,311.73	£117,006.69	£56,651.86	£113,638.66	£91,150.07	-22.10%

61	Salaries	Budget	Budget Notes
	Salaries for all staff	£85,569.80	Gross salary including net pay, employee tax, NI & pension.
Sub Total		£85,569.80	
63	Employer NI Contributions	Budget	Budget Notes
	ER for all staff		TBC Employer NI Contribution rate for 26-27 TBC.
Sub Total		TBC	
65	Employer Pension Contributions	Budget	Budget Notes
	ER for all staff		TBC Employer pension contribution rate for 26-27 TBC by the Norfolk Pension Fund.
Sub Total		TBC	
68	Staff Training & Development	Budget	Budget Notes
	CILCA	£797.00	Qualification registration fee and training for Staff.
	Training Courses/Conferences	£300.00	Allocated approximately 6 sessions for the year.
Sub Total		£1,097.00	
69	Recruitment	Budget	Budget Notes
	Recruitment	£0.00	No planned recruitment foreseen for 2026-27.
Sub Total		£0.00	
601	Expenses/Mileage	Budget	Budget Notes

Staff Mileage	£1,080.00	Budget based on previous claims @ HMRC mileage rate of 0.45p per mile
Essential Car Allowance	£1,808.27	Budget based on Green Book Terms, pro-rata.
Personal Protective Equipment	£100.00	
Lone Worker Device	£295.00	Annual subscription fee.
Sub Total	£3,283.27	

602	Consultancy Services	Budget	Budget Notes
	HR Consultancy	£1,200.00	Personnel Advice & Solutions retainer.
	Sub Total	£1,200.00	

8529	Locum Clerk Services	Budget	Budget Notes
	Locum Clerk Services	£0.00	To be paid by General Fund as and when required.
	Sub Total	£0.00	

Paper	S8: Recruitment & Selection Policy
Meeting	Staffing Committee
Date	20 th November 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>At the February 2025 meeting, the Staffing Committee received the 2025-26 Document Review Schedule and it was agreed to update policies identified for review with the template policies provided by the Council’s appointed HR Consultant.</p> <p>The attached Staff Recruitment & Selection Policy is provided by Personnel Advice & Solutions Ltd. and has been updated via tracked changes to reflect the Council’s current working practices. Areas identified for further discussion have been highlighted for consideration by the Committee.</p> <p><u>For Information</u></p> <p>The policy will replace the Council’s existing Staff Recruitment Policy in order to ensure Council’s compliance under the terms of service with Personnel Advice & Solutions Ltd.</p>	
Recommendation	
<p>The Committee is asked to review the Staff Recruitment & Selection Policy for recommendation for approval by Council.</p>	

RECRUITMENT & SELECTION POLICY

1. Introduction

The intention of the recruitment policy is to ensure that the Council can attract and retain high calibre Employees into its job vacancies. It aims to attract the widest possible response to any employment vacancy. The Council will take positive steps to advise minority groups of all vacancies and of its Equal Opportunity Policy. The Council recognises the advantages of recruiting individuals with specialist knowledge and experience of local needs.

The selection process is of crucial importance in this policy and must, therefore, be carried out according to objective, job-related criteria. The Council will ensure that, through appropriate training, people making selection decisions will not discriminate, whether consciously or unconsciously, in making these selection decisions.

2. Core Principles of the Recruitment and Selection Policy

The Council reserves the right under current legislation to advertise posts internally only, where the Council deems this to be appropriate and necessary.

~~The Clerk is responsible for employee recruitment in conjunction with Elected Members. The HR Staffing Committee is responsible for the recruitment process of the Clerk in conjunction with other Elected Members. In conjunction with the Clerk and making recommendations to Council on appointment of Council Officers and other staff.~~

The Recruitment and Selection Policy will be implemented with regard at all stages to the Council Equal Opportunities Policy, the Equality Act 2010 and subsequent legislation. All persons involved in the recruitment process will be made aware, through training, of the above legislation and its implications.

All stages of the selection process will focus on the needs of the job and the skills needed to perform effectively.

~~The Clerk and Elected Members Staffing Committee in conjunction with the Clerk~~ will ensure that questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive.

All candidates with a disability that meet the minimum selection criteria will be invited to an interview.

It is the Council's practice to seek the successful candidate's consent to seek two written references and to ask for documentary proof of qualifications.

3. Recruitment and Selection Process

Before embarking upon the selection process, the ~~Clerk Staffing Committee~~ should have recruitment authority from the Council, an updated job description and an accurate person specification. Advertisements will be placed appropriately to allow maximum exposure to all sectors of the community. ~~The HR Committee needs to be delegated authority by Full Council to conduct the Clerk's recruitment.~~ The Panel will make its recommendations to the Full Council about the process to be followed for this recruitment exercise, and will recommend to the Council which documents are to be used, as well as submit details of the Committee's preferred candidate. The final decision on the recruitment of the Clerk rests with Full Council.

Candidates invited to interview where possible will be given at least one week's notice. All letters sent to unsuccessful candidates will be issued as soon as practicably possible after the decision has been made. Reserve candidates may be kept 'on hold' for a period of time, and should be notified of the delay in finalising the outcome of their application.

Job Description

- Each job will have an up-to-date job description that accurately reflects the job requirements;
- Job descriptions should be written in a clear and concise manner in the agreed Council format;
- Job descriptions should be reviewed and discussed prior to the commencement of the recruitment action;
- Where appropriate the equal rights dimension of service provision should be included;

Person Specification

- A person specification will be prepared for every job description reflecting the skills and qualities required to undertake the job;
- Personnel specifications should be reviewed prior to the recruitment action. A standard format together with guidance on usage will be issued separately;
- Criteria contained in the specification should be strictly relevant to the requirements of the job. The criteria should not be unnecessarily restrictive so as to exclude particular disadvantaged groups, since this may be viewed as indirect discrimination and therefore unlawful;
- All stated requirements must be clearly justifiable in terms of the principal function of the job vacancy, literacy, numeracy, qualifications, age and educational level achieved;
- If the job is to work directly with members of ethnic minorities in promoting their welfare or providing personal services, it may be considered a genuine occupational qualification for a post.

4. Attracting a Field of Applicants

- Publicity material must reflect the Equal Opportunity Policy;
- Advertisements should be approved by the Council prior to being circulated in the public domain;
- Publicity material should, where thought desirable, be translated into ethnic minority languages;
- Where necessary, use should be made of the ethnic minority press;
- Advertisements must be clear and unambiguous, so that applicants will be able to determine their own suitability.

Application Forms

- Only Council application forms should be used for recruitment purposes which should include a section on equality monitoring
- Assistance should be offered to candidates to complete any sections of the form if required;
- Information on application forms must be transferred to the recruitment monitoring forms;

5. Short listing

- Short listing must only be based on the information contained in the application form and any covering letter using the job person specification and the job description elements as the criteria;
- The criteria for short listing must be consistently applied to all applicants;
- The application form should not be used as a test of literacy unless a high standard of literacy is required as a genuine requirement of the job;
- If academic qualifications are one of the criteria for initial selection they should not be unnecessarily high for the particular job. Assumptions must not be made about the standard of overseas qualifications;
- There should be no unnecessary or unreasonable restrictions on the numbers to be short-listed;
- Any disabled applicant that meets the minimum requirements for the job should be short-listed;
- Reasons for not meeting the shortlist must be recorded for incorporation within the monitoring process;
- Original copies of educational/academic/qualification certificates or documents should be brought to interview.
- Short listing for a Clerk will be conducted by the [HR-Staffing](#) Committee.

6. Selection Interview

- All people responsible for short listing and interviewing should receive training in the appropriate techniques, and such training should include the equal opportunities dimension. No selection interview shall take place without someone that has received such training and is aware of the relevant legislation, in attendance;
- At least three people should sit on an interview panel. Interviews for the post of Clerk will be conducted by Chair and Vice Chair of the Council, as well as the [HR-Chair of Staffing Committee-Lead](#). Should any of these Members be unavailable the Council will resolve on who from within the Council should replace them. Interviews may also be attended by the Council's HR Adviser, purely for the purpose of advising Members on procedural and legal matters.
- Interviewers must keep adequate notes of the interview in order to be able to make a fair comparison between candidates. This will be recorded on an interview report form;
- In determining whether or not a candidate is to be progressed to the next stage, interviewers may only consider factors relevant to the job requirements. If for any reason a candidate does not possess a certain requirement for a job, but is nevertheless short listed for interview, the candidate should not be subsequently declined solely on the grounds of not possessing that requirement. Reasons for unsuccessful candidates should be recorded for incorporation into the recruitment monitoring process;
- ~~All application forms and interview notes should be kept for six months after the end of recruitment action. Monitoring forms should be kept indefinitely;~~
- If any member of an interview panel feels that discrimination has occurred in the selection process, the matter must be reported immediately to the Chair of the [Staffing Committee/Panel/Council](#). No selection decision should be made until the issue is resolved;
- Candidates of all ethnicities/ethnic backgrounds should not be asked questions that could be seen as directly or indirectly discriminatory, e.g., questions which test their understanding of 'U.K. Customs'. Neither should their fluency in the English language be used as a selection criterion unless it is a bona fide requirement of the job;
- Selection decisions must not be influenced either by the traditional racial or sexual profile of the previous post-holder;

- Informal interviews must not take place unless they are clearly part of the approved or agreed selection process for all short-listed candidates.

7. Letters of Appointment

- Appointment letters should contain the following statement: "As an Employee of the Council you will be required actively to pursue the Council's policies on Equal Opportunities and Race Relations and to undergo any training associated with this";
- The appointment letter should also be accompanied by a copy, which the applicant is required to sign and return to indicate acceptance of the job offered, and which is retained in the personal record. This should include the following: "I have read and understood the Council's Equal Opportunity Policy, and acknowledge that the offer of employment is made subject to my agreement actively to pursue that policy during the course of my employment and to undergo any training associated with this";
- If letters to unsuccessful candidates' state reasons for non-selection, then these must be valid. Unsuccessful candidate letters should also indicate to candidates the name and telephone number of the person to contact if further information or feedback is required;
- Reasons for non-selection should be given to candidates if requested. The reasons will be those stated on the recruitment monitoring form;
- All appointments will be subject to receiving two satisfactory references, one of which must be from the most recent Employer or educational institution. If satisfactory references are not received, the Council may terminate the employment relationship.

8. Records

~~All records of job applicants and interview notes should be kept for a minimum of 12 months.~~
 All records ~~These~~ must be held in accordance with the Data Protection Act 1998, which requires records to be accurate and stored confidentially.

[For details of retention periods, please see Record Management Policy.](#)

9. Retention and Development

The Council's strategy is to ensure all staff remain motivated in the working environment. This is done by way of regular meetings where everyone has their input listened to and they are clearly informed of business updates. Staff development is enhanced by the way of regular internal/external training courses on subjects that are relevant to the business and also to personally develop their own working skills.

Every individual receives regular reviews where personal progress is discussed along with the individual's requirements to further enhance their work and working environment.

Every individual who decides to leave the Council will receive an exit interview. The results of the interview can be used as feedback into the business to enhance staff retention.

10. Monitoring

The ~~Clerk Staffing Committee~~ is accountable for the Recruitment and Selection Policy. The Clerk will monitor the implementation and effectiveness of the policy, and provide regular monitoring reports to the ~~Council Committee~~.

Paper	S9: Equal Opportunities Policy
Meeting	Staffing Committee
Date	20 th November 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>At the February 2025 meeting, the Staffing Committee received the 2025-26 Document Review Schedule and it was agreed to update policies identified for review with the template policies provided by the Council’s appointed HR Consultant.</p> <p>The attached Equal Opportunities Policy is provided by Personnel Advice & Solutions Ltd. for consideration by the Committee.</p> <p><u>For Information</u></p> <p>The policy will replace the Council’s existing Equal Opportunities Policy in order to ensure Council’s compliance under the terms of service with Personnel Advice & Solutions Ltd.</p>	
Recommendation	
<p>The Committee is asked to review the Equal Opportunities Policy for recommendation for approval by Council.</p>	

EQUAL OPPORTUNITIES POLICY STATEMENT & PROCEDURE

The Equal Opportunities Policy is the responsibility of the Council, and everybody working for the Council.

All Employees and applicants will be given Equal Opportunities in employment regardless of gender, age, race, disabilities, caring responsibilities, marital status, ethnic origin, sexual orientation, religious beliefs and / or trade union membership.

All persons will be treated with dignity and respect in an environment free from discrimination, harassment and victimisation. Any complaints of this nature will be fully investigated and treated with the strictest confidence.

Any individual found to be responsible for such behaviour, following a thorough investigation, will be subject to disciplinary action.

All Employees, job applicants and contractors working for the Council will be made aware of this policy.

The policy will be regularly reviewed and updated to ensure it conforms to all relevant legislation.

1. Policy Aims

- To select, recruit, develop and promote the very best people through objective assessment based solely upon suitability for the job.
- Ensure that all Employees and job applicants receive fair and Equal treatment.
- Create a balanced work force, reflecting the diversity of the local working population.
- Cultivating a working environment that is free from harassment.

2. Definitions

Direct Discrimination:- To treat someone less favourably on the basis of race, gender or disability; i.e. Not to recruit
Refuse Opportunities
Discipline
Dismissal
Provide less favourable terms and conditions.

Indirect Discrimination Fewer females / ethnic minorities / disabled persons are able to fulfil a requirement of a job than other members of society, and the requirement cannot be justified.

Harassment Creating a threatening, hostile or intimidating environment based upon sex or race of the victim. The decision as to whether actions constitute harassment lies with the person who is being subject to this behaviour and one single incident is sufficient to constitute a charge.

3. The Employer's Responsibility

The Council is directly responsible for the actions of all its Employees and agents of the Council, as well as for their protection from harassment and discrimination. As such, the Council takes an active role in protecting those for whom it is responsible.

4. Implementing The Policy

Recruitment and Selection

- All positions are open to all individuals who have the required level of skill, knowledge and / or experience.
- All job adverts are to be Council approved and placed in publications which have a diverse circulation, except where the Council has resolved to conduct an internal recruitment process.
- All job applicants should receive a copy of the Equal policy and procedures, as well as a full job description to enable them to assess their suitability for the position.

Training

- Appropriate training on and off the job will be accessible to all Employees. All Employees will be encouraged to take advantage of all relevant training Opportunities.
- Where an individual is returning to a job following a prolonged absence, additional training and support will be offered.
- Where a position changes due to technology and / or reorganisation, appropriate training and support will be offered to the affected individuals.
- All induction trainees will be made aware of the Council's Equal Opportunities policy and procedure.

Health and Safety

- Discrimination, intimidation and harassment can seriously compromise the Health and Safety of the work environment. As such it is the responsibility of all Employees who are aware of such activity to bring it to the attention of the Council's Management, quickly and discreetly (although the Council accepts that this may not always be easy for the victim). All reported incidents will be treated in confidence by Management.
- Management will work with disabled Employees to ensure their Health and Safety in the workplace, through conducting thorough objective assessments of the safety of their working environment and where appropriate offering alterations / adaptations to the position, or examining the possibility of alternative work.

Development and Promotion

- Ability, motivation, commitment, past experience and qualifications are the qualities used to determine an individual's promotion potential.
- Development and training will be offered to all suitably motivated individuals where Opportunities exist.
- Length of service will not determine suitability for promotion as it can indirectly discriminate against those who may have had long term illnesses or career breaks or are employed on a fixed term basis.

Terms and Conditions

- All individuals within a post will receive the same terms and conditions.

Redundancy

- The Council will select individuals for redundancy based on a points scheme, whose criteria will be determined with affected staff during the redundancy consultation period.

Discipline and Termination of Employment

- Race, gender, age and disability will have no bearing upon any disciplinary actions taken by the Council.

How The Procedure Works

If you have a grievance relating to Equal Opportunities your Employment Contract explains how to make a Formal Complaint to the Council's Management.

If you are accused of behaviour which is in breach of the Council's Equal Opportunities policy and procedure, a relevant line Manager will initially conduct an informal investigation to determine if there is a case worth investigating. Should the initial, informal investigation find that action needs to be taken, the Council will act in accordance with its formal disciplinary procedure, as detailed in your Employment Contract

DRAFT

Paper	S10: Christmas Opening Period
Meeting	Staffing Committee
Date	20 th November 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>At the October 2024 meeting, the Staffing Committee agreed to routinely close the Council Office between Christmas Eve and New Year's Day each year and annual leave/public holidays would be deduced for all office staff accordingly.</p> <p>Should members of staff wish to book annual leave in addition to the fixed period above they can do so through the usual annual leave request process.</p> <p><u>2025-26 Closure Period</u></p> <p>Closed from: Wednesday 24th December 2025</p> <p>Re-Opening: Monday 5th January 2026</p> <p><u>For Information</u></p> <p>The attached will be published on the Council's website and noticeboards for information.</p>	
Recommendation	
<p>The Committee is asked to note the office opening hours during the Christmas period 2025-26 for information.</p>	

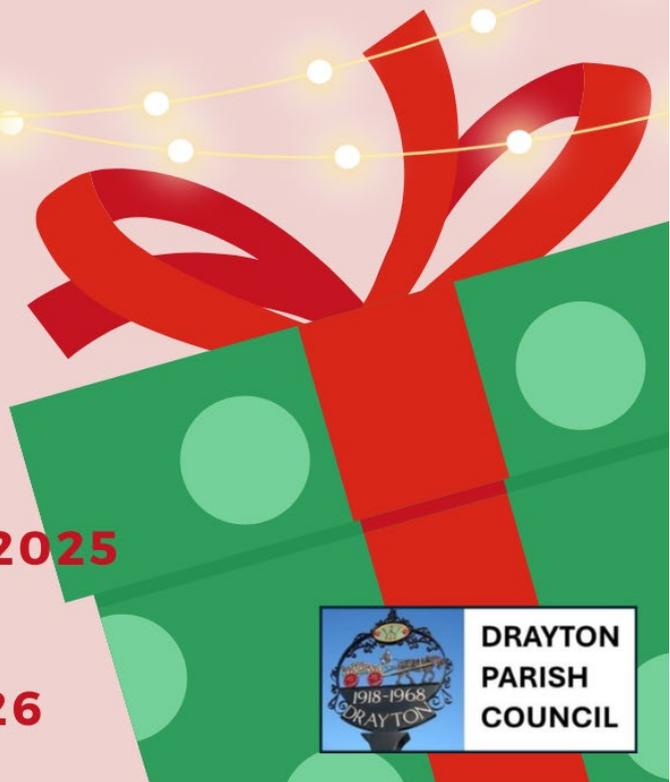
SEE YOU ALL IN 2026!

IT'S TIME TO *wrap up for Christmas!*

Closure Dates:

**CLOSED FROM:
24TH DECEMBER, 2025**

**RE-OPENING:
5TH JANUARY, 2026**



Paper	S13: To receive Parish Clerks annual appraisal.
Meeting	Staffing Committee
Date	20 th November 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>Per the Staffing Committee’s Terms of Reference, the Committee oversees the annual staff appraisal process for all staff.</p> <p>In line with the Council’s adopted Appraisal Policy, the annual appraisal for the Parish Clerk was carried out by the Chairman of the Staffing Committee and is attached for reference.</p> <p>The Committee is asked to receive the appraisal and agree outcomes and recommendations for action.</p> <p><u>Considerations</u></p> <p>Under the current Staffing Terms of Reference, any recommendations regarding remuneration or terms and conditions of appointment is a matter reserved for Council.</p> <p>The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.</p> <p><u>For information</u></p> <p>Please note, supporting papers have been redacted from the published versions due to the confidential nature of the business to be transacted.</p>	
Recommendation	
<p>The Committee is asked to receive the Clerks appraisal and agree outcomes and any recommendations for action.</p>	

Paper	S14: Deputy Clerk & Facilities Manager annual appraisal.
Meeting	Staffing Committee
Date	20 th November 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>Per the Staffing Committee’s Terms of Reference, the Committee oversees the annual staff appraisal process for all staff.</p> <p>In line with the Council’s Appraisal Policy, the annual appraisal for the Deputy Clerk & Facilities Manager was carried out by the Parish Clerk and is attached for reference.</p> <p><u>Considerations</u></p> <p>Under the current Staffing Terms of Reference, any recommendations regarding remuneration or terms and conditions of appointment is a matter reserved for Council.</p> <p>The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.</p> <p><u>For information</u></p> <p>Please note, supporting papers have been redacted from the published papers due to the confidential nature of the business to be transacted.</p>	
Recommendation	
<p>The Committee is asked to receive the Deputy Clerk & Facilities Manager appraisal and agree the outcomes and any recommendations for action.</p>	

Paper	S15: Annual Appraisal Report
Meeting	Staffing Committee
Date	20 th November 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>Subject to agreed outcomes following the 2024-25 annual appraisal process, it is proposed to provide an Annual Appraisal Report to Council for information.</p> <p>A draft report is attached for consideration by the Committee including an overview of key achievements, challenges and the agreed objectives for the year ahead with the aim of ensuring transparency, accountability and a shared understanding of expectations between Staff and Council.</p> <p><u>Recommendation</u></p> <p>The Staffing Committee is asked to receive the draft report for comments and feedback and consider recommendation for presentation at Council for information.</p> <p><u>For Information</u></p> <p>Please note, supporting papers have been redacted from the published papers due to the confidential nature of the business to be transacted.</p>	
Recommendation	
<p>The Committee is asked to consider recommending the annual appraisal report for presentation at Council.</p>	