

DEREHAM TOWN COUNCIL

6th January 2026

At a meeting of the **Personnel** Committee held on Tuesday 6th January 2026 at Dereham Memorial Hall.

Present Councillors H King (Chairman), S Green, Z Flint, R Jamieson, L King.

Also present: Councillor A Keats and Town Clerk Tony Needham.

1. To receive apologies for absence.

Apologies for absence were received from Councillor R O'Callaghan.

2. Declaration of Interest.

There were no declarations of interest.

3. Exclusion of press and public

Proposed by Councillor H King, seconded by Councillor Z Flint it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

4. To consider recruitment process for Deputy Clerk and consider appointing external consultants to assist in recruitment process.

The Committee considered the manner in which staff changes are likely to occur over the next 6 years as a result of the retirement of key staff and that this needed to be planned for to minimise risks to the Council.

The Committee recommended the following:

- 1) That an external consultancy be engaged to, initially carry out the work detailed withing the briefing document in preparation for the recruitment of the Deputy Clerk.
- 2) That the selection of a suitable consultant is conducted as a tender process, with the opportunity to tender posted on the Government's web-site.
- 3) The Clerk, in consultation with Councillor Z Flint, would prepare a draft tender scoring matrix, this would be circulated within the committee for comment before being finalised.
- 4) That the Clerk, along with Councillors Z Flint and H King would review submitted tenders and bring a recommendation to a Full Council meeting.

The Committee discussed the draft brief for the consultants, in addition to minor amendments it was agreed to include a long standing Cllr as part of the technical and competency interview and that details of how any consultant would liaise with other associates to ensure they have the broadest range of expertise to bring to bear on the project.

The final brief would be circulated to the committee members with the scoring matrix.

Chairman