

DEREHAM TOWN COUNCIL

At a meeting of the **Personnel** Committee held on Tuesday 21st July 2026 at Dereham Memorial Hall.

Present Councillors Z Flint (Vice Chairman), R O'Callaghan, A Keats, L King.

Also present: T Needham (Clerk)

1. To receive apologies for absence.

Apologies received from H King and S Green

2. Declaration of Interest.

There were no declarations of interest.

2. Exclusion of press and public.

3.

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.
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4. Update on staffing matters.

The Clerk updated the meeting on the 2 days a week casual staff taken on over the summer and that how in dry summers casual staff.

5. Employment Rights Act 2025

The committee discussed the changes brought about by the Employments Rights Act 2025, particularly as they relate to harassment. The Committee resolved to wait to see if NALC produce any guidance.

6. To review and discuss the report prepared by the Local Government Resource Centre (LGRC) regarding Job evaluations, future staff structure, recruitment, and succession planning.

Much of the report was discussed at the May committee meeting. Councillors briefly discussed the background to the report; that it was driven by the need to consider the structure of the organisation as senior staff reach state pension age.

7. To consider recommendation contained within the LGRC report and how to apply those recommendations.

Each recommendation related to specific numbered recommendations from the LGRC Report.

Recommendation 1.

With regards to the staff structure

The Committee recommended that the Council transitions to the recommended revised structure with the Deputy Clerk taking responsibility for particular committees and being titled Deputy Clerk/ Project officer.

The Committee recognised that this may well lead to a change to the committees.

With regards to job evaluation.

The Committee recommended that when recruited for; the Deputy Clerk/Project Officer's post would be at SCP 28 - 29 (excluding contractual CiLCA scale point) as recommended in the LGRC Report and that reference to the Deputy Clerk's pay originally being based on 75% of the Clerk's salary, be removed from the Staff Handbook.

The Clerk left the meeting.

The Committee recommended to accept the recommendation from the consultants and establish the pay scale of the Clerk from SCP44 to 54 (excluding contractual CiLCA scale point).

After considering further advice from the Consultant, and in recognition of the Clerk potentially being underpaid for a number of years, the Committee recommended that the Clerk be moved from SCP51 to SCP 53 from April 2026. This would be conditional on the Clerk accepting the following contractual changes to the benefit of the Council:

1. Notice period extended from 1 month to 3 months.
2. The removal of the option to be paid overtime for Xmas lights event.

The Clerk rejoined the meeting.

Recommendation 3.

Amendments to contracts

In addition to minor inconsequential amendments recommended by LGRC, the Committee recommended the following amendments:

Training: the Council reserves the option to recover the cost of any essential training if the employee leaves within 2 years of the training.

Additional hours: overtime payment is not available to Clerk and Deputy Clerk.

Expenses: mileage and subsistence expenses would be at the HMRC rates applicable at the time.

Notice period: The Clerk would need to give 3 months notice all other employees remain at 1 month.

No recommendation was made with-regards-to Furlough, the Committee asked the Clerk to seek further clarification from LGRC with regards to the wording.

Recommendation 4.

With regards to Job descriptions and person specifications for the Clerk and Deputy Clerk/Projects officer.

The Committee recommended that the proposed Job descriptions and Person Specifications for Clerk and Deputy Clerk/project officer be accepted, subject to bullet points being numbered and that they be reviewed again immediately prior to recruitment.

Recommendation 5.

With regards to expenses:

The Committee recommended that the staff handbook be amended to include the condition that where staff use bicycles for work purposes, that the wearing of helmet and hi-viz clothing would be compulsory. That the Council would pay 50% of the cost of such items.

For both vehicles and cycles used for work purposes; the Council would cover difference in cost between the legally mandated insurance cover and the cost of providing third party insurance when being used for employment purposes.

Recommendation 6.

Governance review – the committee acknowledged that LGRC had been commissioned by the Council to carry out further Governance work.

Recommendation 7.

Employee assistance scheme

The Committee recommended that this be considered at a future meeting when the costs and benefits of different schemes could be considered.

8. **To consider progressing the development of a recruitment and selection process as part of succession planning.**

The Committee recommended that LGRC be engaged to progress the recruitment process for the Deputy Clerk/Projects Officer, so that the recruitment process is ready when needed.

Chairman