

DEREHAM TOWN COUNCIL

At a meeting of the **Personnel** Committee held on Tuesday 26th May 2026 at Dereham Memorial Hall.

Present Councillors H King (Chairman), Z Flint, and L King.

Also present: Councillors A Keats, P Morton and Town Clerk- Tony Needham.

1. To receive apologies for absence.

Apologies for absence were received from Councillors S Green and R O'Callaghan.

2. Declaration of Interest.

There were no declarations of interest.

3. To elect a Chairman.

Councillor L King proposed Councillor S Green; seconded by Councillor Z Flint; there were no other nominations. It was agreed that Councillor H King be appointed Chairman of the Personnel Committee 2026/27

4. To elect a Vice Chairman.

Councillor L King proposed Councillor Z Flint; seconded by Councillor H King, there were no other nominations. It was agreed that Councillor Z Flint be appointed Vice Chairman of the Personnel Committee 2026/27

5. Exclusion of press and public.

Proposed by H King, it was agreed pass a resolution to exclude the press and public on the grounds that the business being transacted is confidential and publicity would be prejudicial to the public interest.

6. Update on staffing matters

The Clerk updated the Committee on recent changes to staffing and recruitment in the light of one member of staff returning from maternity leave and another member of staff beginning maternity leave in July.

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

The Clerk introduced the report and explained the background and how the initial consideration given to establishing a facilities managers position evolved into concluding that transiting the Deputy Clerk's role into a Deputy Clerk and projects officer would be the most effective.

8. **To consider recommendations contained within the LGRC report and how to apply those recommendations.**

The Committee were broadly in favour of the transition of the Deputy Clerk's role to include projects and servicing two standing committees. The recognised that such a change particularly with the Clerk and Deputy attending all meetings that both the Clerk and Councillors would need to be disciplined to ensure that the Deputy is leading on their committees.

While the consultant's report included a new part-time Finance Officer, the Clerk advised that it would be prudent to wait until other changes had been made before considering the need for this additional post.

- The Clerk left the meeting while the Committee discussed job evaluation for the Clerk's post.
- The Clerk was invited back to the meeting to discuss expectations.
- The Clerk left the meeting again to allow for further discussions.

The Committee resolved to seek further advice with regards to a specific proposal. It would then consider the matter again in light of the advice received. Councillor H King would contact LGRC with the specific proposal.

The meeting closed with no further business transacted.

Chairman

