

# DEREHAM TOWN COUNCIL

19<sup>th</sup> November 2024

At a meeting of the **Personnel** Committee held on Tuesday 19<sup>th</sup> November 2024 at Dereham Memorial Hall.

**Present** Councillors K Cogman (Chairman), S Green, Z Flint and L Monument.

Also present: Town Clerk Tony Needham and Deputy Town Clerk Jillian Barron.

1. **To receive apologies for absence.**

Apologies for absence were received from Councillor H King.

2. **Declaration of Interest.**

There were no declarations of interest.

3. **To consider staff parking.**

The committee discussed the impact that the introduction of parking charges could have on members of staff.

The committee recommended that staff be permitted to park at the rear of the Memorial Hall rather than provide parking permits for staff, this would be revisited if it has a negative impact on the use of the Memorial Hall.

4. **To consider a member of staff being permitted to take unpaid leave.**

The committee recommended that extended leave and unpaid leave be permitted with the following conditions:

- Only one member of staff be allowed extended leave per year.
- A minimum of six months' notice should be given when applying for extended leave.
- Extended leave should not be requested for periods where there is a heavy work load.
- A total of four weeks extended leave could be granted with no more than 3 week annual leave used and up to 2 weeks unpaid leave.

5. **Exclusion of press and public**

Proposed by Councillor K Cogman, 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.

6. **Update on staffing matters.**

The clerk gave a verbal update on staffing matters.

7. **Staff retirement planning.**

The committee discussed recruitment and selection and the following suggestions were put forward for discussion at the next Personnel Committee:

- A detailed recruitment timeline.
- Psychometric testing used as part of the shortlisting process.
- Whether to conduct the interviews over two days
- Possible tasks, presentations, exercises to be conducted with Councillors along with the assessment criteria for the exercise.
- Whether a group with all shortlisted candidates would be useful.
- Job description and Person Spec alongside the same from other Councils.

**Chairman**