



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON MONDAY 20th OCTOBER AT 2PM

PRESENT:

David Anderson

Mary Evans

Kay Montandon

Also in attendance: Faye LeBon (Town Clerk).

It was ***agreed*** that Kay Montandon would Chair this committee.

1. To Receive Apologies for Absence

Apologies were received Trevor Bennett, Cheryl Bould, Michael Goodwin and Mitchell Philpott.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Agree Minutes from the Meeting of 13th October 2025

The draft minutes had been previously circulated. These were ***agreed*** by the committee and signed by the Chairman as a true and accurate record of the meeting.

4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

5. To Consider Programme of Review / Adoption of Staffing Policies, followed by adoption of new Staff Handbook

A list of model HR policies available to the council was provided. It was ***agreed*** to move forward with this project, to amend the policies to make them relevant to Aylsham, and then consider the staff handbook.

6. To Consider Updates to Financial Regulations to Ensure Delegated Authority in Clerk's Absence

Concerns had been raised about delegation to make urgent expenditure in the absence of the Clerk. It was ***agreed*** to propose to full council that the following amendment, detailed in bold, is made to Financial Regulation 4:

*Under the Local Government Act 1972 s101, urgent expenditure of up to £2500 (net sums) may be authorised by the clerk, notwithstanding any budgetary provision. Urgent is seen as items which pose a risk to the delivery of council services or to public safety on council property. **In absence of the clerk, delegation is passed to the Maintenance Manager.** Such spending should be reported to the Chairman and then to the Council as soon as possible and the budget should be amended accordingly.*

7. To Consider Merits of Increased use of HR Software

Mitchell Philpott had sent a report about consideration of HR Software which could assist in the administration of HR. An option for software had been suggested, which can be trialled. This is all part of a larger discussion around better utilisation of IT.

8. Staff Appraisals

a) To Review Staff Appraisal Forms

Consideration was given to amending the current appraisal forms to improve the process for both staff, and the council as the employer. The current appraisal form and two alternatives were provided for consideration. It was agreed to roll out form option 1 for this years appraisals.

b) To Appoint Members to Conduct Clerk's Probation Review and Appraisal

It was agreed that the Council Chairman and a volunteer from the Staffing Committee would conduct these. This will be done after the other staff appraisals had been completed.

9. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for items 10 to 12, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

10. To Consider Staffing Budget for 2026/2027

A report was provided. It was agreed that:

- The Clerk would provide a report based on an alternative uplift.
- A review would be conducted to ensure all documentation was up to date.

11. To Receive Update on Confidential Staffing Matter

The Clerk provided an update. No decisions were required by the Staffing Committee at this point.

12. To Consider Process for Newly Raised Staffing Matter

Reports were provided for the committee to consider. The Clerk will take forward the agreed action points.

The meeting was reopened to the press and public

13. To Note Items for Information and Inclusion in a Future Agenda

Adoption of HR Policies

HR Software

Staff Appraisals

Staffing Budget 2026/2027

14. Date of Next Meeting

The next meeting will be Thursday 27th November at 10.30am.

There being no further business to conduct the meeting was closed at 3.40pm