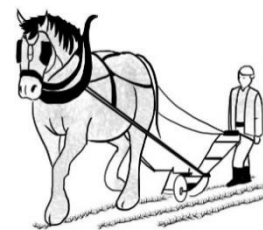


Kirkby Mallory, Peckleton and Stapleton Parish Council



Minutes Of Staffing Committee Meeting held on Tuesday 27th August 2024 at Stapleton Village Hall

Present: Cllr J Newbury Smith (Chair of Staffing Committee), Cllr F Barson, Cllr A Porter (acting Clerk for the meeting)

24/112 To receive and note apologies.

Apologies were received from Cllr Gerard and Clerk to the Council A Stretton.

24/113 Declarations by Members of Interests (in relation to Agenda items).

None.

24/114 To review and sign the minutes of the meeting held 13th February 2024.

The minutes of the meeting were approved and signed by the Chair.

24/115 To note and accept the resignation of the clerk.

The resignation of the Clerk was acknowledged the Staffing Committee. The final working day was agreed as 13 November 2024 and employment would terminate on 20 November 2024. It was agreed to recommend the acceptance of the resignation to full Council and to request that the Chairman of the Council should write to the Clerk. It was noted with appreciation that the Clerk had offered to assist with the induction of the new Clerk.

24/116 As the following items will consider matters related to the employment of staff, a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.

Proposed By Cllr Newbury Smith and agreed by all.

24/117 To consider arrangements and timescales for the recruitment of a new clerk.

24/117/1 To review the Clerk/RFO job description

Cllr Newbury Smith proposed that a working party comprising himself and Cllr Barson should meet to undertake the review. It was also proposed to use the LRALC recruitment guides throughout the recruitment process. All agreed.

24/117/2 To review salary scales and clerk's hours

Cllr Newbury Smith proposed that the post should remain at 12 hours per week. Agreed by All.

It was proposed and agreed to recommend to Council that the vacancy should be advertised with a salary range of £11.62 to £15.75 per hour (dependent on qualifications and experience) plus all other benefits/expenses which are currently offered.

24/117/3 To review the current contract

It was agreed that the working party would undertake a review of the current contract and report back with a draft contract.

24/117/4 To agree an advert to be placed in local press

It was agreed to recommend that a multi media approach to advertising the vacancy should be adopted. It is recommended that an advertisement should be placed in the October Graphic (both editions) as the September advertising deadline had passed. Other recommendations included LRALC, SLCC, HBBC, PC

website, local village groups and Notice Boards. The working party agreed to produce a draft for the advertisement for approval.

24/117/5 To set a schedule for recruitment including interview dates, interview panel etc. and approval of pack to be sent to applicants

It was proposed and agreed that the working party should produce a draft pack for distribution to applicants including a brief description of the Parish Council and the Parish, for approval at the next Staff Committee Meeting.

The Committee will recommend that the closing date for applications will be 18 October 2024 with final interviews being held during the week commencing 28 October 2024.

The composition of the Interviewing panel was discussed. As the Chair of the Parish Council works closely with the Clerk the interviewing panel should comprise Cllr Newbury Smith, Cllr Barson and Cllr Porter.

Concerns were expressed regarding whether the Council would be left without a Clerk dependent on the notice period of the successful applicant at a busy time of the year when budgets are set and grant applications are submitted. The Committee will recommend that Council should consider seeking a locum Clerk.

24/117/6 To consider the handover process.

Cllr Newbury Smith noted that the Clerk had already made a good start on handover notes and these would be continue to be monitored and reviewed. The Committee will set up a formal process for the handover of Council property.

24/118 Members Exchange – for information and suggestion of future agenda items only.

None

24/119 Date of Next Meeting: Tuesday 17 September 2024 Peckleton Village Hall

The meeting closed at 8.20pm