

South Willesborough and Newtown Community Council
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Staffing Committee (virtual meeting)
15th July 2020

Minutes (S3)

Present

Councillors- Sue Mullan (SM) Charli Wilson (CW) David Mullan (DM) Nick Cane (NC) **Clerk/RFO** Rob Woods (RW)

11/20 Apologies for absence and approval

There were no apologies received

12/20 Declarations of pecuniary, other significant or voluntary interest

No declarations of interest were made

13/20 To agree the Minutes of the last Staffing committee meeting and sign

Proposed DM Seconded CW The Minutes (S2) were **agreed** as a true record of the meeting and signed

14/20 Clerk job share position. To agree the following:

14/20 a) The content and publication of job adverts

The Clerk prepared a draft version which was circulated in advance

It was agreed the words “As an equal opportunities employer, the Council welcomes applications from candidates from diverse backgrounds” should replace the reference to Equality Act protected characteristics

14/20 b) The job description/person specification inc salary range

The draft job description/job specification, prepared by the Clerk and circulated in advance was **agreed**

It was agreed the salary would be flexible depending on experience and qualifications within spinal points 11-23 of the National Joint Council for Local Government Services (NJC) pay scales (£21166pa - £26999pa pro rata)

14/20 c) The Contract of Employment

It was agreed the current Contract of Employment should be revised to include gender-neutral terminology as agreed in Council Minute 76/20 (June 2020)

14/20 d) The Application form

It was agreed the application form used for RW appointment can be recycled subject to the removal of references to Sellindge Parish Council

14/20 e) The deadline for the return of application forms

It was agreed this should be a minimum of 10 days from the publication of the job advert

14/20 f) The Interview panel

It was agreed the interview panel should consist of the Council Chair, Vice Chair and Chair of the Finance and General Purposes Committee with RW in attendance in an advisory role

14/20 g) The Interview date, location and process

It was agreed

- a) the interview date would be flexible in the week commencing 10th August and b) Interviews would be held remotely

14/20 h) Any other matters not included above

- a) Interviews to last 60 minutes in total, including discussion
- b) The Clerk/ Interview Panel are not be expected to check candidates' social media platforms as a matter of course but could choose to do so

Action – Given the tight timescale, RW to prepare final versions of the advert, job description and job specification for the Chair's approval prior to publication

15/20 To agree under Section 12a of the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public from the following part of the meeting.

Agreed

16/20 To conduct the Proper officer's annual performance and salary review and make recommendations to Council

The Committee discussed the Clerk's performance and salary and would report to Council with recommendations on the 3rd August 2020

There being no other business, the meeting closed at 12.15pm

Signature
Chair

Date