

CAWTHORNE PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE OF CAWTHORNE PARISH COUNCIL HELD IN THE MOXON ROOM, CAWTHORNE VILLAGE HALL, ON THURSDAY 11TH JANUARY 2024

Present

Councillors: Cllr D Barron, Cllr M Broadhead, Cllr S Eyre, Cllr S Shaw, Cllr J Wilson
Clerk: Mrs S M Bashforth

The purpose of this meeting is to establish a new staffing committee and to produce documents necessary for the recruitment of a new Clerk and RFO

Minute No 1 ELECT A CHAIR FOR THE YEAR 2024-25

Resolved that Cllr Wilson be elected as chair.

Minute No 2 REASON FOR ABSENCE

None

Minute No 3 DECLARATION OF INTERESTS

None

Minute No 4 TERMS OF REFERENCE FOR THIS COMMITTEE

The Terms of Reference were produced and will be recommended to full council.

Minute No 5 RECRUITMENT AND SELECTION POLICY

The Recruitment and Selection Policy was produced and will be recommended to full council

Minute No 6 JOB DESCRIPTION AND PERSONAL SPECIFICATION

A Job Description and a Person Specification were produced.

Minute No 7 CLERK'S HOURS

It was resolved to increase the new Clerk's hours to 12 hours per week commencing on 1st June 2024

Minute No 8 STARTING SALARY FOR NEW CLERK

It was resolved that the starting salary on the Nation Joint Council for Local Government Services National Agreement on Pay and Conditions or Green Book terms would be LC2 points 18-23 depending on qualification and experience. This is £15.21 per hour to £16.67 which equates to £9,491 to £10,402 per annum. This to be recommended to full council.

Minute No 9 REMUNERATION

Resolved that the Clerk could claim the rate for mileage as given in the Green Book and £6 per week for home working. The latter can be claimed without reporting to HMRC. To claim anything higher, evidence must be given and any tax must be paid to HMRC.

Minute No 10 CONTRACT OF EMPLOYMENT

This was deferred to the next meeting.

Minute No 11 JOB ADVERTISEMENT

A job advertisement was produced.

Minute No 12 RECRUITMENT TIMETABLE

Resolved that the advertisement would go out at the beginning of February, closing date 29th February, interviews mid-March with a chosen candidate being recommended to full council in early April, successful candidate to be notified asap after the meeting.

Minute No 13 DATE OF EXISTING CLERK'S EXIT INTERVIEW

Deferred to next meeting

Minute No 14 DATE OF NEXT MEETING

Resolved that the next meeting be on Monday 22nd January at 7pm.

There being no further business the Chairman thanked all for attending and closed the meeting.