

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE
ON MONDAY 05 MARCH 2018 COMMENCING AT 6:00 PM

PRESENT

Councillor Mrs Constable (in the Chair)
Councillors Mrs Bacon, Birch (Substitute) and Mrs Tranter (Substitute)

In attendance

Ms J Minor, Senior Admin Officer
Councillor Mrs Evans

26. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Mrs Humphreys and Humphreys.

27. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

28. MINUTES

RESOLVED That the Minutes of a Meeting of the Personnel Committee held on 04 January 2018 (Minute Nos. 21-25) be approved as a correct record.

29. STAFFING MATTERS

29.1 Town Clerk's Job Description/Person Specification and Adverts

Councillor Birch made reference to No. 11 - Specific Responsibilities and stated that the new General Data Protection Regulation (GDPR) needed to be included.

Councillor Birch made reference to No. 4 - General and stated that the new General Data Protection Regulation (GDPR) needed to be included.

Councillor Birch made reference to the General Section and stated that there should be a No. 6 - Leading on diversity issues. To valuing differences in staff members and respecting diversity.

Councillor Birch made reference to the General Section and stated that there should be a No. 7 - Management of Council resources.

Councillor Mrs Tranter made reference to the General Section and felt that under the circumstances that there should be a No. 8 – Works under the direction of the Council.

Councillor Mrs Tranter made reference to the Person Specification and asked that the words "as agreed with the Leader and Chairman" be added to the end of "Provide or arrange training and/or one-to-one support to develop and train elected Members".

It was **RECOMMENDED** to Full Council:

1. That taking into account the comments made by Members at the meeting, the Job Description and Person Specification be changed accordingly.
2. That the Town Council seek to recruit a new Town Clerk on a permanent part-time basis (25 hours per week) to be worked flexibly over five days including any evening meetings or events required on salary range spinal column 43-47 (pro rata).

29.2 Financial Officer Duties and Advert

Councillor Mrs Tranter made reference to the General Section and felt that under the circumstances that there should be a No. 2 - Works under the direction of the Town Clerk.

Councillor Mrs Tranter made reference to the Person Specification and asked that the words "as agreed with the Leader and Chairman" be added to the end of "Provide or arrange training and/or one-to-one support to develop and train elected Members".

Councillor Mrs Tranter informed Members that following a Leadership meeting with Councillors Pullen and Mrs Fisher, it was felt that the salary range spinal column 26-28 (pro rata) was not sufficient taking into account the responsibilities that the RFO would have.

It was **RECOMMENDED** to Full Council:

1. That taking into account the comments made by Members at the meeting, the Job Description and Person Specification be changed accordingly.
2. That the Town Council seek to recruit a Responsible Financial Officer on a permanent basis (one day or two half days a week) to include evening meetings when required on salary range spinal column 35 (pro rata).

29.3 Caretaker's Job Description/Person Specification and Advert

Councillor Birch made reference to the salary on the job description and asked that this include SCP 15-17 (pro rata) to match the advert.

It was **RECOMMENDED** to Full Council:

1. That taking into account the comments made by Members at the meeting, the Job Description be changed accordingly.
2. That the Town Council seek to recruit a Caretaker on a permanent basis (17.5 per week) on salary range spinal column 15-17 (pro rata).

29.4 Timescales

Councillor Mrs Tranter informed Members that the job descriptions, person specifications etc for all three vacancies would be forwarded to the Council's solicitors Ellis Witham for comment.

Members made reference to timescales and the SAO stated that after a discussion with the Interim Job Clerk that Ellis Witham would need three weeks to respond and that the timescale thereafter primarily depended on whether or not there were any internal candidates for the jobs. The SAO confirmed that if the vacancies did go externally they would be advertised on WM Jobs.

29.5 Interview Panel

Councillor Mrs Constable as Chairman of the Personnel Committee stated that she would speak to the Leader of the Town Council, Councillor Pullen, to ascertain the names of the Members who would be on the interview panel ensuing a political balance.

It was **RECOMMENDED** to Full Council:

1. That three Members plus the Interim Town Clerk would sit on the two sessions (i.e. pre-session to look at the applications and an interview panel). It was suggested that the three Members would be the same on both sessions.

(The Meeting closed at 6:45 pm)

Signed

Date