

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD AT THE OLD MINING COLLEGE CENTRE  
ON FRIDAY 23 NOVEMBER 2018 COMMENCING AT 10:00 AM**

**PRESENT**

Councillors Mrs Banevicius, Mrs Evans, Mrs Humphreys, Humphreys, Pullen and Mrs Tranter

**In attendance**

J G Brown, Interim Town Clerk  
Ms J Minor, Senior Administration Officer

**6. ELECTION OF CHAIRMAN**

Due to the resignation of the former Chairman, Councillor Pullen was duly elected as Chairman for the meeting.

**7. APOLOGIES FOR ABSENCE**

Councillors Mrs Bacon and Mrs Constable.

**8. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**9. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Personnel Committee held on 08 October 2018 [Minute Nos. 1-5] be approved as a correct record.

**10. TOWN CLERK VACANCY**

Councillor Pullen stated that he personally thought that there were three main matters i.e. job description, advert and job specification which clearly needed to link together. Mr Brown informed Members that there had been no applications received and very little interest shown in the second advert. Members were informed that previous experience of working as a Town or Parish or Deputy Town or Parish Clerk role was in the essential criteria together with the CiLCA qualification.

Mr Brown stated that the Town Council could leave the advert as it was in the hope of catching someone as the reason why no-one had applied the second time around was unknown. Councillor Mrs Evans stated that it was felt that the previous candidates were not capable of doing the job [not got the appropriate skills or experience].

Councillor Pullen stated that it was hoped that Mr Brown would provide a handover period. Mr Brown stated that potential candidates could move from a smaller Parish Council where they would have gained experience on the job.

Councillor Mrs Banevicius stated that Burntwood Town Council is not a small Parish Council and suggested going further afield for advertising. Councillor Mrs Banevicius asked for a ball point figure for costings spent on advertising so far.

Councillor Mrs Banevicius suggested using a recruitment agency and Councillor Humphreys explained that there were some recruitment agencies which specialise in civil service/council jobs.

Councillor Pullen stated that the CiLCA qualification, experience and hours may need to be reviewed and the Senior Administration Officer informed Members of the Internal Auditor comments and it was **AGREED** that further information would be obtained from the Internal Auditor regarding the repercussions of the potential candidates not holding the CiLCA qualification [operation of the units etc]. Members felt that it may be appropriate to include in the advert that the Town Council already employs a finance officer that deals with the financial aspects and that there is support staff [Senior Administration Officer, Direct Services Manager etc] and that the Town Clerk would provide a leadership role.

Councillor Mrs Banevicius stated that she personally thought that the role of the Town Clerk should be full time as potential candidates could be attracted to a full time wage. Mr Brown stated that the hours required by potential candidates could depend on personal circumstances and the current uncertainty surrounding the Parish Council May 2019 elections could also a matter for consideration.

Councillor Mrs Tranter stated that the previous Town Clerk [Chief Executive Officer] was full time however this included the role of the Finance Officer. Councillor Mrs Banevicius suggested including a staffing tree.

Councillor Pullen suggested a banding of hours [25-30 per week] in order to throw the net as wide as possible however this would not commit the Town Council.

Mr Brown stated that additional tasks to accommodate the additional 5 hours needed to be identified.

Councillor Mrs Banevicius suggested that advertising before Christmas 2018 could attract potential candidates [new challenge/new year]. Mr Brown stated that the recruitment agency would deal with the timing of the advert and advice would be sought from them.

Councillor Humphreys queried whether or not the advert had been advertised on the internal noticeboards at Lichfield, Walsall and Cannock Councils. Mr Brown confirmed that the advert had been sent to Lichfield District Council and Staffordshire County Council with a request that it be emailed to staff.

Councillor Pullen stated that it was hoped that the recommendations to Full Council would be agreed on 29 November 2018.

It was **RECOMMENDED TO FULL COUNCIL:**

- (a) That the CiLCA qualification be removed from the essential criteria and placed in the desirable criteria on the person specification.
- (b) That Local Government Meeting Clerk Experience be removed from the essential criteria and placed in the desirable criteria on the person specification.
- (c) That Mr Brown investigates the possibility of using a Recruitment Agency [costings etc].

- (d) That the banding of hours to amended to 25-30 per week to be worked flexibly over five days including any evening meetings or events required.
- (e) That it be highlighted in the advert that the Town Council already employs a finance officer that deals with the financial aspects and that there is support staff [Senior Administration Officer, Direct Services Manager etc] and that the Town Clerk would provide a leadership role.

(The Meeting closed at 10.32 am)

Signed .....

Date .....