

**Runton Parish Council
Staffing Committee Meeting
Minutes**

Date: 22nd January 2024

Attendees:

Carole Davidson (Chair)

Clare Rennison

Philip Nichols

To note: **AP – Action Points**

Meeting opened at 19.05

1. Apologies:
Teresa Edwards
2. Declarations of Interest:
None
3. Approve Minutes of Staffing Meeting held on 2nd July 2024
Agreed – Chair to sign
4. To resolve under the Public Bodies (Admissions to Meeting) Act 1960 that press and public be excluded during the discussion of the following items, due to their confidential nature:

Meeting Closed to the Public

5. Items for Discussion and Resolution:

- a) To note and agree the terms of employment for the temporary clerk

Terms agreed, subject to discussion of two matters of detail between the Chair and the Interim Clerk.

AP -Chair to sign

- b) Timetable for recruitment of permanent clerk

The Draft Timetable agreed by all. It was agreed that a minimum of two people should take part in the interviews. Carole Davidson, Clare Rennison and Philip Nichols volunteered. It was also agreed that a finance based task should be prepared for candidates to undertake to prove their capability.

AP – Chair to devise

- c) **To Agree Job Description**

The Draft Job Description was agreed.

d) To Agree Job Specification

The type of clerk desired should be a proactive administrator who is able to look at the wider picture.

The clerk specification should read education Level 2-3 and /or relevant experience.

e) To agree contract/Salary/Hours/Annual Leave and location

Whilst it was felt the salary paid to the temporary clerk was fair it was agreed to contact a neighbouring parish to enquire what they pay for comparison.

AP – Chair

Hours of work should be 15 hours per week. Annual leave to be agreed. It was agreed there would be a probation period of 6 months.

CILCA part qualified would be acceptable for a parish clerk, fully qualified would not be mandatory.

Working location should be one day a week in East Runton and to build in the flexibility for West Runton if a location could be found and agreed.

6. Advertisement of vacancy

A Draft advert of the vacancy to be sent to the staffing committee for approval and once agreed advertised with NALC and PTS. Adverts to also be placed in village Post Offices with Beverly Memish as contact.

Meeting closed at 20.00