

**Minutes of Staffing Committee held on Monday 15<sup>th</sup> October 2012  
at Church House at 6.30pm**



Present: Councillors Dowie (Chairman), Ward, Watson, Cossins.

Others present: 2 members of the public

- 11105S There were no apologies for absence
- 11106S There were no declarations of interest
- 11107S a) Minutes of the meeting on the 15<sup>th</sup> October 2012 were approved and signed as a true record of the meeting  
b) There were no matters arising
- 11108S Martin Brampton requested to speak at various points in the meeting. This was agreed. Comments made included a request to revise all the recruitment documents, to move to web based advertising only, to increase the number of references requested to 3, to change the advertised hours from a set number per week to flexible hours per month, and to change the wording to be additional hours to be worked if requested by the Council in certain circumstances.
- 11109S The Committee agreed to make the following recommendations to Council:
- i) That one Town Clerk was appointed and no Assistant Town Clerk
  - ii) That the hours per week should be 20 hours plus 3 hours on Wednesdays in the Library
  - iii) That the wording of the advertisement and costs of advertising are reviewed by the Acting Town Clerk. It was agreed that online advertising was preferable plus through the Job Shop.
  - iv) That the job description, person specification and application form(s) are also revised by the Acting Town Clerk, and that 3 references are requested (2 professional / educational, and one character reference).
  - v) That one change is made to the employment contract: clause 20.1 change the notice period from 1 week to 1 month
  - vi) That the salary band remain the same, with the starting salary SCP 23
  - vii) That the dates and process for recruitment, including deadline for receipt of application forms, shortlisting and interviews be delegated to the Staffing Committee and set at the next meeting.
- 11110S Date of next meeting: 24<sup>th</sup> October 2012 at 7.00pm

Meeting closed at 7.00pm

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Chairman