

MINUTES OF MARTHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING

Held on Wednesday 13th September 2017
in the Community Centre, Playingfield Lane, Martham at 7.30pm

Present; Councillors Bradford (Chair), Henning, Hooper (part) Sutton and Watson.
Clerk; Sarah Hunt

1. Apologies for absence.
None.
2. Declarations and dispensations for any items on the agenda.
None.
3. The minutes of the Personnel meeting held on 5th May 2017 were APPROVED and signed by the chair as a correct record of the meeting PROPOSED Cllr Sutton seconded Cllr Henning.
4. Resignation of Parish Clerk noted. The Clerk has given three months' notice and Mrs Hunt's final anticipated working day will be 30th November 2017. This was AGREED.
5. To consider recruitment recommendations for Full Council;

5.1 Job Description and Contract

It was AGREED;

That the hours be 25 per week, to be flexible working. Meeting attendance to be written into contract. Additional hours to be approved by Chair on a week by week basis.

That the contract appoint to a scale point be fixed on LC2 between 30 and 34 on the SCP Scale dependent upon candidate experience.

That LGPS Pension be offered as part of the remuneration package.

5.2 Advertisement

I was AGREED to recommend utilising the service offered by Charity Backroom a non profit organisation – for the anticipated sum of £279.00, including four weeks on edpjobs24.

Advertisement drafted by Charity Backroom in conjunction with Clerk.

That the Clerk also distribute advertisement to other Clerks/Noticeboards/Social Media/Newsletter.

5.3 Timescale

Advertisement to be in hand immediately – one month hand over preferable.

Cllr Hooper joined the meeting.

5.4 Short listing and Interview process

It was AGREED to recommend utilising the service offered by Charity Backroom – for the anticipated price of £349.00 they will produce recruitment pack, job description and undertake long listing against person specification.
To be drafted in conjunction with Clerk.

6. To review H R Policies.

It was AGREED that Grievance, Disciplinary and Training Policies remain unchanged.
That an Expenses policy be adopted. **CLERK**

7. Items for next agenda.

None. Next meeting to be called when Clerk needs decisions to be undertaken with regard to recruitment process.

RECOMMENDATIONS FOR FULL COUNCIL:

1. That the hours be 25 per week.
2. That the hours be flexible and agreed with individual taking post, with meeting attendance written into contract.
3. That the person be appointed at LC2 between SCP 30 – 34.
4. That LGPS Pension be offered.
5. That Charity Backroom be engaged to undertake advertising at an anticipated cost of £279 supported by the Clerk.
6. That Charity Backroom be engaged to undertake the longlisting and interview process at an anticipated cost of £349 supported by the Clerk.
7. That Council work to ensure that the incoming Clerk has the benefit of a full one month handover and Mrs Hunt's anticipated leave date should be 30th November 2017.
8. That the Grievance, Disciplinary and Training Policies be unchanged following review.
9. That an Expenses Policy be adopted by Council.