

THE IVERS PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON MONDAY 9th SEPTEMBER 2024 AT 7.00PM

In attendance: Cllr Beary, (Chair), Cllr Cook, Cllr Matthews, Cllr Stanhope and Cllr Brown.

Also, in attendance: Ron Spurs, Locum Clerk

148/24 ELECTION OF CHAIRMAN

The Chairman asked if there were any nominations for the post of Chairman for 2024/25. Cllr Stanhope proposed Cllr Brown, this was seconded by Cllr Cook.

Cllr Brown was elected as Chairman of the Committee for 2024/25 by a majority vote.

149/24 APOLOGIES FOR ABSENCE

There were no apologies for absence.

150/24 DECLARATIONS OF INTEREST

- a. There were no declarations of interest made by members of the Committee.
- b. There were no written requests for dispensations for disclosable pecuniary interests.

151/24 PUBLIC PARTICIPATION

There was no public participation or members of the press in attendance.

152/24 TO CONSIDER THE NEXT STEPS FOR RECRUITING A PROPER OFFICER/RESPONSIBLE FINANCE OFFICER POST STILL CURRENTLY ADVERTISED ON PARISH COUNCIL WEBSITE

a. **Agreement of process.**

The Committee agreed that the existing application form for the post should be used.

The Committee considered that the paragraph relating to the CiLCA qualification should be replaced with: "The candidate should possess a Certificate in Local Council Administration or commitment to undertake the qualification immediately. This course will be funded by the Council." Dates on documents need to be reviewed.

b. **To agree the contractual hours.**

The Committee discussed the Job Description for the post and asked that a sentence be added to the Job Description (this includes the advert), stating: "This is a full time post of 37 hours per week, the Council will comply with relevant legislation relating to flexible working practices". The Committee agreed that the management of the Clerk will be through the Staffing Committee. Details of how this will operate need to be agreed at a future Committee meeting.

c. **To agree deadlines for receiving applications and interviews.**

The Committee agreed that a selection panel of Councillors will review all applications for the post and identify applicants who are suitable to be interviewed. Candidates selected for interview will be asked to make a Presentation to the selection panel during the course of the interview.

The Committee agreed that the re-advertisement of the post will commence when the changes outlined in these Minutes have been implemented. The advertisement period will be for four weeks. There will be a two week period for the selection panel to review applications and select applicants for interview. Interviews will then be arranged. The Committee agreed that the post should be advertised by the SLCC, NALC, BMKALC, local newspaper, via local authorities near the Parish and Clerk social media sites.

d. **To appoint Interview Panel and shortlisting panel.**

The Committee agreed that the Interview panel will be Cllr Brown, Cllr Matthews and Cllr Gupta (TBC), Cllr Cook agreed to act as a reserve.

e. **To agree a contingency should no appointment be made.** The Committee agreed that it may be necessary to continue with a Locum Clerk if the recruitment process was not successful. The Committee highlighted the issue that it had been sometime since contract with the Locum provider had been reviewed and that this should be done to ensure best value if a new Clerk is not appointed.

153/24 TO CLOSE THE MEETING

There being no further business, the meeting closed at 7.50pm.

Signed: (Chairman)

Date: