

Minutes of the Staffing Committee meeting held on Wednesday 18th January 2023 at 7pm at The Poppy Centre, Recreation Road, Stalham.

In attendance: Cllrs M Green (Chair), P Hanton, R Hood, M McGeary (members) Cllrs C Scrivner, M Willoughby, K Bayes, M Taylor (part) (invited).
Clerk: Miss Lolly Dawson

1 Apologies.

None.

2 Minutes.

The minutes of the meeting held on 5th December 2022 were AGREED as a true and correct record and signed by the chair.

3 Public Speaking.

None.

It was RESOLVED to exclude the press and public in accordance with the Public Bodies (Admissions to meetings) Act 1960 in consideration of the following items due to the confidential nature of the items to be discussed. PROPOSED Cllr M Green, seconded Cllr K Bayes.

4 Recruitment

- 4.1 The NALC Fire & Re-hire guidance document was received.
- 4.2 The NTS being a good employer guide was received.
- 4.3 The current responsibilities and workloads for the Town Council and Charity was received.
- 4.4 The current staffing structure and workload was reviewed and it was AGREED to recommend to full council, Town Clerk – 37 hours per week, Finance Assistant – 24 hours per month, Centre/Charity Manager – 25 hours a week.
- 4.5 The Clerk Job Advert, Job Description, Person Specification & role were AGREED and will be taken to Full Council as a recommendation.
- 4.6 It was AGREED recommend to Full Council to make the Assistant Town Clerk redundant.
- 4.7 It was AGREED for other job descriptions to be written to go to next meeting.
- 4.8 The advertisement period for the Town Clerk was AGREED to end 28th February.
- 4.9 The application packs(s) for agreed roles. Next meeting.
- 4.10 The scoring criteria(s) for agreed roles. Next meeting.
- 4.11 The interview date(s) to review applicants for Town Clerk role to be week commencing 6th March 2023.
- 4.12 The interview questions and scoring sheets. Next meeting.
- 4.13 The contract(s) for agreed roles. Next meeting

5 To set the Date and Time for the next meeting. TBC.

6 Agenda Items for the next meeting.

See items above.

Job adverts, terms, job descriptions etc. for Finance Assistant and Centre / Charity Manager.

Meeting Closed: 8:49pm