

**Minutes of the Staffing Committee held on Monday 5<sup>th</sup> December 2022 at 7pm at The Poppy Centre, Recreation Road, Stalham.**

In attendance: Cllrs P Hanton, R Hood & M McGeary (committee members) and Cllrs M Willoughby and K Bayes (invited).

**1 Apologies.**

Cllr M Green (committee member) and Cllrs S Toone, Cllr M Taylor & C Scrivner (invited).

It was AGREED for K Bayes Chair the meeting.

**2 Minutes.**

The minutes of the meeting held on 8<sup>th</sup> March 2022 were AGREED as a true and correct record of the meeting 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 McGeary seconded Cllr P Hanton. It was AGREED for Cllrs M Willoughby and K Bayes to remain in the meeting.

**4 Town Clerk Recruitment.**

- 4.1 The SLCC job evaluation was reviewed, it was AGREED to appoint the Town Clerk on NJC Payscale, LC2, scale points 29-32.
- 4.2 It was AGREED for the Staffing Committee's V3, the SLCC template & current with amendments job descriptions and job advertisement to be circulated to all Councillors. It was AGREED to organise a staffing committee member ZOOM to finalise the job description.
- 4.3 It was AGREED to use an application form as presented, subject to amendments to be made by Cllr K Bayes.
- 4.4 The advertisement and closing date will be decided upon following agreement of the job description.
- 4.5 The advertising locations were AGREED to be, Norfolk ALC, NPTS, Noticeboards, Indeed (free with filtering questions), Email to Clerks, Website (Free) - SLCC (paid for) & EDP (paid for).
- 4.6 The application pack format was AGREED, awaiting job description analysis before confirming. Person Spec Scoring sheets needs 0-5 specific instructions for scoring, like the interview questions scoring sheet. Date to review applicants is awaiting approval of job description and advert.
- 4.7 It was AGREED to have an interview panel of 3 people, including the Chair of the Council and Chair of Staffing. Dates of interview awaiting confirmation of job

description and advert.

- 4.8 Interview questions / scoring sheet was AGREED, more generic questions to be included to be inclusive of those not currently working within the sector.
- 4.9 The contract to be reviewed when job description has been approved.
- 4.10 It was AGREED to have a handover meeting with Chair, Chair of Staffing, Assistant Clerk and Town Clerk to discuss management of workload during the recruitment period and decide whether to pursue locum or manage transition period in house following agreement with LD. LD noted that an RFO will need to be appointed from the Town Clerks leave date.

**5 The Date and Time for the next meeting is TBC.**

**6 Agenda Items for the next meeting.**

Finalise Job Description & Advert including all relevant dates  
Contract Review  
Locum Clerk / Workload management  
Appointment of an RFO  
Finalise the scoring sheets for application and interview process