

Mrs L. A. Ruff
Clerk of the Council
6 Leigh Road
Street, Somerset
BA16 0HA



T 01458 440 588 E street.parish@street-pc.gov.uk W street-pc.gov.uk

2nd February, 2023

Dear Sir/Madam,

You are summoned to attend a meeting of the Staffing Committee which will be held on **Tuesday, 7th February, 2023** for the purpose of transacting the business specified in the following agenda. The meeting will commence at **2 p.m.** and will be held in the **Gravenchon Room, Street Parish Rooms**, 6 Leigh Road, Street.

Yours faithfully,

L.A. Ruff
Parish Clerk

AGENDA

1. APOLOGIES FOR ABSENCE - acceptance of any reasons offered
2. MINUTES
To receive the minutes of the Committee meeting held on 30th November 2022 (attached) **Pages 2-3**
3. STAFF PLANNING - **Confidential** report attached for members only – **Pages 4-5**
4. RETIREMENT OF CLERK/RFO – **Confidential** report attached for members only – **Pages 6**
5. SICKNESS ABSENCE – **Confidential** report attached for members only – **Page 7**

In accordance with the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014, it is probable that a resolution will be passed at the meeting to exclude the press and public for item nos. 3, 4 and 5 as they involve confidential information on staffing matters.

To: Councillors Birch, D. Goater, Napper, Shearer, Sparkes and Wolfers
Councillors N. Howiantz and B. Knickerbocker to be appointed on 21st February

STREET PARISH COUNCIL

Meeting of the Staffing Committee held on 30th November, 2022 at 2 p.m.

PRESENT: Councillor A. Sparkes (Chair)
Councillors: D. Goater, H. Shearer and L. Wolfers
IN ATTENDANCE: Mrs. L. Ruff – Parish Clerk
APOLOGIES: Councillors: P. Birch and T.W.E. Napper – another
engagement – reasons accepted

5. MINUTES

The minutes of the meeting held on 27th May, 2022, copies of which had been circulated, were approved as a correct record and signed by the Chair. It was not necessary to exclude the public and press for the next 2 items as none were present.

6. NEW STAFF

The Clerk submitted a confidential report which had been circulated. She gave Councillor Wolfers, Chair of Council a letter stating that she would be retiring on 1st May 2023.

RESOLVED

that the retirement of the Clerk on 1st May 2023 and the details contained in her letter regarding using up annual leave in April and her last working day being 31st March be agreed.

RESOLVED TO RECOMMEND

A. that the Assistant Clerk – Community Engagement be moved up 1 spinal column point to SCP 23 from 6th December, 2022 – a satisfactory performance review having been agreed

B. that the Deputy Clerk/RFO be moved up 1 spinal column point to SCP 32 from 1st April 2023 – a satisfactory performance review having been agreed

C. that the position of Clerk/RFO be advertised externally at SCP 36 £42,503 on Indeed and with the County and District Councils, SALC and SLCC and the advert, job description, person specification and general requirements be as circulated and agreed at the meeting – advert published on 7th December, 2022, applications to be returned by 12 noon on 4th January 2023 and interviews on 12th January 2023

D. that as necessary depending on the appointment of the Clerk/RFO, the position of Deputy Clerk/RFO be advertised on 13th January, 2023 with applications returned by 12 noon on 6th February and interviews on 9th February 2023

E. that as necessary depending on other appointments, the position of an officer for media, communications and community be advertised on 10th February 2023 with applications returned by 12 noon on 6th March and interviews on 9th March 2023

F. that the Interview Panel for the Clerk/RFO be Councillors Shearer and Wolfers assisted by the current Clerk/RFO L. Ruff with Councillors P. Goater and Howiantz as reserves – formal interview and presentation

G. that the Interview Panel for the Deputy Clerk/RFO and third position be as in F. above except for the new Clerk/RFO to be assisting rather than L. Ruff – formal interview with presentation for the Deputy Clerk/RFO post and formal interview and a test for the third post

H. that the appointments and all details relating to them be delegated to the Interview Panel, with reference to South West Councils as necessary – the Chair of the Committee Councillor Sparkes to consult with the Deputy Clerk and Assistant Clerk on the job description for the Deputy Clerk/RFO and third post if and when necessary.

4. SICKNESS ABSENCE

The Clerk submitted a confidential report which had been circulated.

RESOLVED

that the report be noted.

The meeting ended at 3.07 p.m.