

Miss Z.L.Leach
Acting Clerk of the Council
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6 September 2023, PLEASE NOTE DATE TIME VENUE

Dear Sir/Madam,

You are summoned to attend a meeting of the Staffing Committee which will be held on **MONDAY 11 SEPTEMBER 2023 at 10am in the Gravenchon Room, Street Parish Rooms, 6 Leigh Road, Street** for the purpose of transacting the business specified in the following agenda.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Z.L. Leach", is positioned below the "Yours faithfully," text.

Z.L.Leach Acting Clerk of the Council

AGENDA

1. CONFIRMATION THAT A QUORUM IS PRESENT
2. APOLOGIES FOR ABSENCE
3. MINUTES
To receive the minutes of the Committee meeting held on 10 July 2023 (attached)
Pages 2-4
4. MATTERS ARISING

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. 5 and 6 as they involve confidential information on staffing matters.

5. OFFICER SALARIES (**confidential report attached**)

Members are asked to review officer salaries for recommendation to Full Council.

6. PROPOSAL FOR TEMPORARY CHANGE TO CURRENT PROCESS (**confidential item**)

Councillor Sparkes to provide an update. Members are asked to approve a recommendation to Council.

7. DATE OF NEXT MEETING

To: Councillors D. Goater, N. Howiantz, B. Knickerbocker, H. Shearer, A. Sparkes and L. Wolfers
Quorum: one half of Members on committee.

STREET PARISH COUNCIL

Meeting of the Staffing Committee held on 10th July, 2023 at 9am

PRESENT: Councillor A. Sparkes (Chair)
Councillors: D.Goater, N.Howiantz, B.Knickerbocker, and L. Wolfers

IN ATTENDANCE: Miss Z. Leach – Acting Parish Clerk
Miss D.Price – Acting Deputy Clerk

APOLOGIES: Councillor H.Shearer – reasons accepted

11. QUORUM

It was established that the meeting was quorate.

12. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Shearer who had submitted some notes on the agenda to the Committee.

13. MINUTES

The minutes of the meeting held on 28th June 2023, copies of which had been circulated were approved as a correct record and signed by the Chair.

14. MATTERS ARISING

RESOLVED

A that the protected times for the Acting Clerk and Acting Deputy Clerk's study time will be published to Councillors, so they are not eroded.

B Officers will request from SLCC a 3-month extension to the deadline to complete the CILCA qualification

15. CLERK APPLICATION PACK

The Committee reviewed the draft advert and application pack circulated by the Acting Clerk prior to the meeting and the written comments circulated by Councillor Shearer.

RESOLVED

A that Councillor Shearer's recommendations to the draft application pack are incorporated

- B that the advert has a closing date of noon on 31 August 2023 and an interview date of Thursday 7 September 2023 to include an open invitation to visit the parish rooms prior to application
- C that the Committee will meet on 4 September 2023 to review anonymised applications for Clerk and shortlist.
- D that the Staffing Committee keep Monday 11 September free as a contingency date should there be any additional need to meet following interviews on 7 September.

RESOLVED TO RECOMMEND

- A that the Salary for Clerk be advertised as a salary range 33-41 £39,493-£47,573
- B. that the Clerk's required notice period as stated in the application pack is increased from one month to three months
- C that the interview follows the same process as previously including a presentation, tasks and formal interview - the interview panel will consist of Councillors Knickerbocker, Shearer and Wolfers; the interview tasks will be overseen by Councillors Sparkes and D.Goater; officers will meet with the candidates informally as part of the recruitment process.

16. UPDATE FROM ACTING DEPUTY CLERK

The role of Assistant Clerk - Community Engagement was a newly created role which has developed over the last year. The Assistant Clerk - Community Engagement (current Acting Deputy Clerk) has been working very hard and there is lots on the horizon that will add value to the Council and Community of Street.

It was acknowledged that once the new Clerk is appointed the Acting Deputy Clerk will drop back down to the previous role (Assistant Clerk – Community Engagement) and salary of SCP23 which is the top of the salary scale that they were appointed on.

The Acting Deputy Clerk is keen to gain experience and training in fundraising/obtaining grants which would bring added value to the Parish Council and is something which is quantifiable and targets could be put in place for.

RESOLVED

- A that there is a need for the Committee to consider the salary scale for the Assistant Clerk Community Engagement role

- B the Acting Deputy Clerk to undertake a salary comparison exercise for the role of Assistant Clerk- Community Engagement and bring this back to the next staffing committee meeting for review.

17. ANNUAL STAFF APPRAISAL

The Acting Clerk and Acting Deputy Clerk have been in place for over 12 months and are due an annual staff appraisal.

RESOLVED

- A to seek advice from SALC on the annual appraisal process and any exemplar documents
- B to bring back as an agenda item at the next Committee meeting.

18. DATE OF NEXT MEETING

Wednesday 9th August, 1.30pm.