



## Studley Parish Council

### Minutes of Staffing Committee meeting 1<sup>st</sup> November 2021, 2pm Council Chamber

<b>Committee members present</b>	Cllrs A Smith, Chairman; J Beard, P Hencher-Serafin, M Osborne
<b>Committee members absent</b>	Cllr Penny Hunt
<b>In attendance</b>	Cllr C Summers (Non-committee member of the council) Gill Lungley, Acting Clerk

**Min #SC053**    **Agenda item 1 - Chairman's welcome**  
Cllr A Smith welcomed all to the committee meeting.

**Min #SC054**    **Agenda item 2 - Apologies**  
Cllr Penny Hunt sent apologies for absence due to prior commitment.

**Min #SC055**    **Agenda item 3 - Declarations of Interest**  
None.

**Min #SC056**    **Agenda item 4 - Grant of dispensation following declaration of interests**  
None

**Min #SC057**    **Agenda item 5 - Public Forum**  
No non-committee member wished to speak.

**Min #SC058**    **Agenda item 6 - Approval of draft minutes from previous meeting**  
The minutes of the meeting held 04/10/2021 had been circulated.

**RESOLVED** to adopt the minutes of the previous meeting as a true record.

**Min #SC059**    **Agenda item 7 – To resolve to close the meeting to the public to allow for discussion of confidential matters relating to staff recruitment**

**RESOLVED** to close the meeting to allow for discussion of confidential matters relating to staff recruitment and to request Cllr Summers remain in the meeting, as Chairman of the council to seek his input regarding this matter.

**Min #SC060**    **Agenda item 8 – To receive update on the recruitment progress and agree next steps.**

Five candidates had submitted applications for the clerk's vacancy and/or (although not yet advertised) the assistant clerk's vacancy.

Two have since withdrawn their applications. The three remaining candidates were interviewed on 28/10/2021 by the panel consisting of Cllr A Smith, Cllr J Beard, Cllr C Summers and the Acting Clerk. Each candidate offers different skills but none has the CiLCA qualification or local council experience.

A report on the options facing the council that explored the likely costs and the risks involved, had been circulated to members.

**It was agreed** to appoint two new members of staff in the role of Administration Officer to work with the Acting Clerk in the role of Clerk, or Executive Officer / RFO, for a six-month trial period. Each staff member to work 20 hours p/week.

The rates of pay for the Administration Officers would not match the NALC / SLCC salary scale but would be in the region of SCP 24/25 to reflect the work and responsibility required. The Clerk to remain on SCP 32.

The training costs to achieve the CiLCA qualification within 24 months will be paid for both new staff members and each is to be asked to start work in the parish council office as soon as possible.

Ellis Whittam HR contractor would be asked to provide appropriate contracts.

The Clerk would share this information with the parish council after seeking confirmation of acceptance of the position from the chosen candidates.

**Min #SC061**    **Agenda item 9 – To raise items for consideration at the next meeting.**  
None put forward at this time.

**Min #SC062**    **Agenda item 10 - To agree date and time of next committee meeting.**  
No date agreed for the next meeting of this committee.

This meeting ended at 2.40pm.

Signed .....  
Chairman, Staffing Committee

Date.....