



EMERSONS GREEN
TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee

7 March 2022

Held in the Council Chamber

Present: Councillors C Johnson (Chairman), R Nichols, D Somers and Al-Hassan

Absent: Councillor Dowling

Attendees: Kath MacConnachie (Town Clerk)

PC_2021.12. **Apologies for absence**

Apologies for absence had been received from Councillor Dowling.

PC_2021.13. **Declarations of interest under the Localism Act 2011**

There were no declarations of interest.

PC_2021.14. **Public participation**

There were no members of the public in attendance.

PC_2021.15. **Minutes of 9 September 2021**

It was **Resolved** that the minutes of 9 September 2021 were a true and accurate record of the meeting.

PC_2021.16. **Public participation**

PC_2021.17. **Outstanding actions from the minutes of 1 April 2021**

The Clerk's appraisal had not been scheduled due to her imminent departure from the role. The Clerk noted that appraisals had been completed for both Assistant Clerks.

PC_2021.18. **Arrangements for the recruitment of new Town Clerk and Responsible Finance Officer**

The content of the job description and wording of the job advertisement were agreed.

It was **Resolved** to include provision in the advert for possible relocation expenses. The Clerk noted that the parameters for this would need to be agreed at the April Full Council meeting, in advance of the interviews.

Action: Councillor Johnson

It was noted that the Terms and Conditions of employment would remain the same as for the current Clerk (salary, contract based on the NALC standard, and the same annual leave entitlement).

It was **Resolved** to advertise the role with NALC (Premium package £300), SLCC (Gold package for 4 weeks £347).

The vacancy would also be advertised with ALCA (free of charge) and on the Town Council website, Facebook page and potentially featuring in a Town Council article in the Voice publications.

Action: Clerk

The timetable for recruitment was confirmed as follows:

08/03/22	Advertise vacancy
04/04/22	Deadline for application
05/04/22	Shortlisting
25/04/22	Interview
26 or 27/04/22	Formal offer to successful candidate
w/c 23/05/22 onwards	New Clerk/RFO in post (subject to employment checks and notice period)

It was **Resolved** that shortlisting would be carried out by Councillors Budd and Nichols on 5th March.

Action: Councillors Budd and Nichols

It was **Resolved** that the interview panel would consist of Councillors Budd, Nichols and Johnson, with Councillor Somers as reserve, and that the Assistant Clerk (Planning and Finance) be invited to be part of the interview panel if she so wished.

Action: Councillors Budd, Nichols, Johnson and Somers

It was noted that there was an item on the Full Council agenda to consider delegating appointment of the new Clerk to either an Officer or the Personnel Committee. The Clerk noted that this would negate the delay in waiting for Full Council to approve the appointment (as currently stated in the Personnel Committee Terms of Reference). The Clerk suggested that delegation to an Officer, based on the decision of the interview panel, would be preferable, as it would not require the calling and servicing of a Personnel Committee.

Councillor Johnson undertook to co-ordinate the agreement of interview questions, either by way of a meeting or email discussion.

Action: Councillor Johnson

Councillor Johnson had a test which could be used for candidates, and the Clerk undertook to create additional test material, subject to having available time prior to leaving the Town Council.

Action: Councillor Johnson and Clerk

PC_2021.19. **Interim arrangements for Clerk/RFO role cover**

The Clerk updated the meeting on cover requirements and the ongoing search for a locum Clerk and RFO. The Clerk noted that the key items to be covered were the end of year accounts and the preparation of the AGAR.

PC_2021.20. **2021/22 national pay award for implementation from 1 April 2022**

It was noted that the 2021/22 national pay award had been announced, and updated payscales had been issued. It was noted that the backpay to 1 April 2021 would be processed in the March 2022 payroll, in line with the EGTC Pay, Rewards and Recognition Policy.

Action: Clerk

PC_2021.21. **Items to report from members**

There were no items to report from members.

PC_2021.22. **Date of next meeting: TBC**

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