

MINUTES OF A MEETING OF THE STAFFING COMMITTEE HELD ON 6TH FEBRUARY, 2020 AT THE TOWN HALL, PARADE LEAMINGTON SPA

PRESENT:

Councillors Judith Clarke and Cllr N. Wilkins (substituting for Cllr A. Evans).
Robert Nash (Town Clerk)

An apology for absence was received from Councillor Sarah Boad.

1. **DECLARATIONS OF INTEREST**

There were no declarations of business at this time.

2. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw.

3. **TOWN CLERK AND RFO APPOINTMENT**

The Committee was advised that the Town Clerk was seeking retirement after a period of 18 years employed by the Town Council. It was therefore necessary to consider the appointment process and establish a timescale for the advertisement of the position and appointment of a successor.

Consideration was given to confidential report setting out the following aspects of the appointment process:-

(i) Job Description and Person Specification

The Job Description and Person Specification had been reviewed to ensure that both reflected the demands of the Post. It was agreed that these should be used with the addition of the following within "other duties":

5. *Such other duties as are commensurate with the responsibilities of the Post*

(ii) Grading and Evaluation

The Town Clerk advised that the Grading had last been evaluated using the National Agreement for Local Clerks in 2014. The Committee was therefore asked to consider if the grading for this position required re-evaluation. He advised that the grade remained competitive with that being advertised for Posts of similar responsibility and in his opinion would be most unlikely to be increased as a result of re-evaluation as the duties and responsibilities remained unchanged.

(iii) Timetable for Advertising, Interview Selection and Appointment

A draft advertisement was circulated and approved.

The following timetable was indicative and put forward to assist the Committee in assessing the stages of the appointment process and a possible date for confirming an appointment:-

9 th March	Council – formal approval of advertisement of vacancy and process for appointment
w/c 16 th March	Advertisements placed
14 th April	Application closing date
w/c 20 th April	Shortlisting of applications
w/c 27 th April	Interviews/selection
w/c 4 th May	Appointment confirmed

The Town Clerk recommended that advertisement of the Post is placed in the following media:-

Job Centre
West Midlands Jobs Ltd
Warwickshire and West Midlands Association of Local Councils
Town Council website and Notice Board
Society of Local Council Clerks

The costs associated with advertisement via the above were as follows:-

West Midlands Jobs Ltd – Standard Job Posting for up to 28 days - £220
Society of Local Council Clerks – Silver package – 3 week listing -£300
All other options – free of charge.

(iv) External Support

The Town Clerk advised that support for the appointment panel, particularly during the interview and appointment stage was advisable. Two options had been sourced and these were considered as follows:

Local Council Consultancy - £360 per day
WALC - £300 per day (based on 5 hours' support)

The Committee considered that the support offered by Local Council Consultancy would be the preferred option.

RESOLVED to Recommend the Council:-

(i) to commence the advertising of the Post of Town Clerk and Responsible Financial Officer with effect from 16th March for a period of 4 weeks;

(ii) that the Job Description and Person Specification, as amended, are adopted for the selection and appointment process;

(iii) the vacancy is advertised on the internet and social media, where applicable with the following:

Job Centre

West Midlands Jobs Ltd

Warwickshire and West Midlands Association of Local Councils

Town Council website

Society of Local Council Clerks

(iv) that Local Council Consultancy is engaged to provide support to the Appointment Panel in connection with the shortlisting, interview and assessment of candidates; and that

(v) consideration is given to membership of an Appointment Panel to manage and conclude the recruitment process.