

**Locum Clerk to the Council/RFO: Shaun Jones**  
**Chairman: Cllr Mr Mark Underwood**

Minutes of a meeting of the Staffing Committee convened on Monday 28 June 2021 at 7.00 pm in the Margaret Oliver Hall at Bayston Hill Memorial Hall.

Present: Cllrs Clode; Clarke; Teckoe, Parkhurst & Underwood;

In attendance: Locum Clerk, Shaun Jones

**ELECTION OF CHAIR FOR THIS MEETING** – Through omission “Election of Chairman” is not on tonight’s agenda. **Cllr Clode was proposed as Chairman for this meeting by AP, seconded MU – All in favour**

S1.21/22 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None.

S2.22/22 **DECLARATIONS OF INTEREST** – None.

S3.21/22 **MINUTES** – The draft minutes of the meeting held on 15 March 2021 were presented for approval as a true record, **proposed MU, seconded AP to accept - unanimously approved** and signed by the Chair.

S4.21/22 **UPDATE ON RECRUITMENT OF BOTH CLERK/RFO & DEPUTY CLERK** – SJ updated the committee members as follows:-

- For the Clerk/RFO position – no completed applications have been received. It was agreed to re-post the position from Mid August for one month.
- For the Deputy Clerk position – 5 applications have been received. The interview panel of TC, CC & MU shortlisted 3 candidates based on the Person Specification. One candidate withdrew ahead of the interviews taking place. Both candidates attended the Bowling Pavilion on Tuesday last and on the points awarded just 4 points differentiated. **It was proposed MU, seconded CC, to invite both candidates to make a 10 minute presentation on “What would your first 30 days in the role look like ?” All in favour.** Tuesday 13<sup>th</sup> July 2021 is set and a decision on who should be recommended for the Deputy Clerk position will be agreed and put to the following Full Council meeting.

S5.21/22 **LONGMEADOW PLAY AREA CARETAKER COVER** – The current post holder has indicated that she expects to submit notice to leave by 30<sup>th</sup> September 2021. SJ put to members whether it was necessary to look to recruit as replacement. Maybe a 3 month trial of no longer locking the Play Area overnight resulting in a saving of public money might be agreed ? **Members agreed to such a trial in principle but with reference to our insurers beforehand and then recommend to Full Council. All in favour.**

S6.21/22 **DRAFT STAFF APPRAISAL POLICY FOR REVIEW** – With two corrections Section 3 – Step 3 agreed, **the policy was recommended to be adopted, proposed MU, seconded AP – All in favour.**

*The meeting closed at 8:05pm.*

DRAFT