

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

Minutes of a meeting of the Staffing & Policies Committee convened on Monday 18 October 2021 at 6.30 pm in the Lythwood Room at Bayston Hill Memorial Hall.

Present: Cllrs Parkhurst (Chair); Clode; Clarke; Teckoe & Underwood;

In attendance: Locum Clerk, Shaun Jones

- SP7.21/22 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None.
- SP8.22/22 **DECLARATIONS OF INTEREST** – None.
- SP9.21/22 **ELECTION OF A CHAIRMAN** – Cllr Parkhurst was **proposed MU, seconded CC** to become Chairman of the Staffing & Policies Committee. **All in favour – carried.**
- SP10.21/22 **MINUTES** – The draft minutes of the meeting held on 28 June 2021 were presented for approval as a true record, **proposed CC, seconded MU to accept - unanimously approved** and signed by the Chair.
- S11.21/22 **EXCLUSION OF THE PRESS AND PUBLIC** – **All members present resolved** to exclude the Press and Public to discuss the following confidential matters.
- S12.21/22 **UPDATE ON RECRUITMENT OF CLERK/RFO POSITION** – SJ has previously circulated completed applications from two candidates received by the closing date of 5pm Friday 17th September 2021. The vacancy remained live on indeed.com and two additional applicants have come forward. SJ had not cancelled the indeed.com entry, thinking it was quite likely a third application period would come about. Members accepted the premise and agreed to review each application. **Led by the Interview Panel (CC, MU & TC) and with agreement of all members present they indicated which applicants to progress to the next stage.**

At 6:54pm CC left the meeting.

It was agreed to organise a two-stage meeting of applicants, first with the Interview Panel and secondly for each candidate to give a short 10 minute presentation to the Staffing & Policies Committee in full – the latter being found to be very helpful when selecting the Deputy Clerk recently. SJ will co-ordinate with members for their availability in early November and arrange the interview/presentation event for the selected candidates.

S13.21/22 **POTENTIALLY RE-EXAMINE THE STAFFING STRUCTURE IF THE CLERK/RFO POSITION REMAINS UNFILLED – MU proposes** that AP meet with SJ to discuss how he may continue to be part of the officer team. **All agreed.** CT outlined his view on the options at this point and as some pivot on the result of the interview/presentation planned for early November these will be re-considered by the committee at a future time. MU asked that the appraisal process for the recent Deputy Clerk appointment be instigated – SJ noted.

The meeting closed at 7:20pm.

DRAFT