

**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 17<sup>th</sup> 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.***