

## **Minutes of the Meeting of the Staffing Committee of Packington Parish Council held on Tuesday 29<sup>th</sup> August at 4.00pm at Packington Memorial Hall.**

**Present:** Christopher Miles (Chairman), Robert Martin (vice-chairman), Paul Fleetham.

**In attendance:** Clerk to the Council: Alex Stretton

No members of the public were present.

### **116/24 Questions from members of the public**

None present.

### **117/24 To receive apologies for absence and to note acceptance by the Council.**

**RESOLVED:** Committee accepted apologies from Cllrs Goodwin, Smith and Powell.

### **118/24 To note Declarations of Interest both Personal and Prejudicial on items within the agenda.**

**RESOLVED:** None

### **119/24 To note and accept the resignation of the clerk.**

**RESOLVED:** The clerk's resignation was noted and accepted.

### **120/24 To note remaining holiday entitlement, etc and agree leaving date.**

**RESOLVED:** It was noted that the Clerk's last day will be Friday 20<sup>th</sup> September. Any holiday entitlement not taken will be calculated and paid for.

### **121/24 As the following items will consider matters related to the employment of staff, a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.**

**RESOLVED:** There were no members of the public present.

### **121/24 To consider arrangements and timescales for the recruitment of a new clerk, including:**

121/24.1 To review the Clerk/RFO job description

**RESOLVED:** The job description was reviewed and it was agreed that other than amending the salary, the role remains the same.

121/24.2 To review salary scales and clerk's hours

**RESOLVED:** The hours will remain the same at 10 hours per week. The Salary scale will remain at point 22 of the NALC salary scales and it was noted that the correct salary should be £16.30 per hour. Annual salary £31,364 pro rata.

121/24.3 To review the current contract

**RESOLVED:** Contract to be updated with above terms and the notice period amended to 3 months.

121/24.4 To agree an advert to be placed in local press

**RESOLVED:** The draft advert was reviewed and once update with the above details will be placed in the Ashby Times, Packington Post, NWLDC and LRALC websites, Measham Community Post, Ashby and Ibstock Life.

121/24.5 To set a schedule for recruitment including interview dates, interview panel etc. and approval of pack to be sent to applicants.

**RESOLVED:** The application pack was reviewed and will be updated before distribution. Applications to be by post or by email. To be sent to the Chairman. The closing date for applications will be 11<sup>th</sup> October with interviews to be held on the 15<sup>th</sup> October.

121/24.6 To consider the handover process.

**RESOLVED:** The clerk has started to write a handover document. There are a number of items including file boxes, printer, shredder, etc that will need to be stored for the new clerk. Handover to be arranged.

**122/24 To consider appointing a locum clerk.**

**RESOLVED:** There are, so far, 2 possible locums interested and the clerk will liaise with them to find out availability and charges.

123/24 Members Exchange – for information and suggestion of future agenda items only.  
None.

**124/24 Date of Next Meeting: to be decided**

The meeting closed at 4.57pm.