

MINUTES OF THE KINGSTHORPE STAFFING COMMITTEE MEETING HELD ON MONDAY 6TH FEBRUARY 2023, 6.00PM, AT ST MARK'S CHURCH, 13 ST MARK'S CRESCENT, KINGSTHORPE, NORTHAMPTON, NN2 8EG

PRESENT: Cllrs, Sam Kilby-Shaw, Bryan Lewin, Mike O'Connor, Tony Ward, Dilip Kumar

ABSENT: Cllr Sally Beardsworth

01/23 APOLOGIES AND REASONS FOR ABSENCE

None received

02/23 DECLARATION OF MEMBERS' INTERESTS AND APPLICATIONS FOR DISPENSATION

None declared

03/23 MINUTES

Proposed by Cllr Kilby-Shaw, seconded by Cllr O'Connor and resolved with 3 votes for and 2 abstentions to confirm the minutes of the meeting held on 27th July 2022

04/23 DEPUTATIONS BY THE PUBLIC

No public were present

05/23 EXCLUSION OF PUBLIC AND PRESS

It was proposed by Cllr Kilby-Shaw, seconded by Cllr O'Connor, and unanimously resolved that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

5.1 CLERK APPRAISAL

Members discussed the Clerks appraisal which was conducted on Friday 3rd February 2023 by Cllr Kilby-Shaw. It was then proposed by Cllr Kilby-Shaw, seconded by Cllr Kumar, and unanimously resolved that the appraisal was satisfactory

5.2 ANNUAL REVIEW OF THE CLERKS SALARY

The Clerk is entitled to additional salary points, following 16 months service, and achieving 2 satisfactory appraisals. Therefore, in light of the recognised pay scale agreed and produced by the National Joint Council (NJC) for Town and Parish Clerks nationally, it was proposed by Cllr Kilby-Shaw, seconded by Cllr Ward, and unanimously resolved that the remuneration of the Clerk is moved from scale 33 to 35 with immediate effect

5.3 RECRUITMENT OF A DEPUTY CLERK

It was proposed by Cllr O'Connor, seconded by Cllr Ward, and unanimously resolved to recommend to the full Council, the recruitment of a Deputy Clerk on the basis of 18.5 hours per week

5.4 JOB DESCRIPTION

A draft copy of the job description was circulated. After much discussion it was proposed by Cllr Kilby-Shaw, seconded by Cllr Kumar, and unanimously resolved all comments/amendments to be forwarded to the Clerk and revised accordingly

5.5 SALARY SCALE

It was proposed by Cllr Kilby-Shaw, seconded by Cllr Ward, and unanimously resolved to recommend to the full Council a salary level of 5-15 (£21,575) - £25,878) pro rata

5.6 ADVERT

As considered and revised accordingly. It was proposed by Cllr Kilby-Shaw, seconded by Cllr Lewin, and unanimously resolved that the vacancy be advertised on the Council website, Facebook and via The Chronicle and Echo and approve expenditure of no more than £500

5.8 OTHER DECISIONS AS APPROPRIATE

To recommend to full Council, to delegate preparation of the application pack, arrangements, and recruitment to the Staffing Committee.

The closing date will be 10th March 2023 with shortlisting and interviews to be carried out the week commencing 13th March 2023. The selection panel comprising of 2 members and supported by the Clerk

06/23 DATE AND TIME OF NEXT MEETING

There being no further business, the Chairman closed the meeting at 18.09, date and time of the next meeting TBC

Signed:
Chair:

Date: