

KENNINGTON COMMUNITY COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL & DEVELOPMENT COMMITTEE OF THE ABOVE COUNCIL.

HELD ON TUESDAY 1st OCTOBER IN ST MARY'S COMMUNITY CENTRE,
STARTING AT 7.00PM

20/19P&D To note those present and list apologies for absence.

Those Present: Cllrs P Godwin – chairman, A Dean, B Varney and Cllr Ellis. Also present was the Locum Clerk via skype as she was away at the National Clerks conference.

21/19P&D To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.

Non declared

22/19P&D To approve the draft minutes from the previous 1st August meeting

Having been previously circulated these were **Agreed** but not signed as still they are still in draft form; it was further **agreed** that once the 'draft' had been removed they would be signed.

23/19 P&D to consider

a) The scope of the new clerk role i.e. hours and pay scale

The following was **agreed**:

The number of hours would be 21 over three days on a flexible basis, but available for clerking Meetings of the Council and Formal Committees.

The starting pay scale would be National Joint Council, spinal column point (SCP) 19.

b) Confirm the clerk JD, job advert and application form/process

All the above was **agreed** having been previously circulated

c) Agree Interview process and timelines

Process confirmed as

- First trawl by chair and locum clerk,
- The Interview panel would be Chair, Cllr Hewett plus one other. A suggestion that this was Cllr Morley as he had been involved with the previous interviews; as Cllr Morley was not present it will be open to other Councillors.
- Locum clerk would be present at interviews

d) Appointment and induction process

Dates confirmed as – advert would go live 3rd October, Closing date 18th October, Interviews would be held on the week commencing 21st October.

The Offer letter to be sent to chosen candidate within 7 days of interview, with an Ideal start date on or before November 13th meeting, if this was possible.

e) Proposal for admin clerk

A short debate took place with regards to the possibility of employing an Admin clerk; however, it was decided that until the committees and council meetings had 'bedded in' it would be difficult to decide if this role was actually required.

f) Training planner

Cllr Morley has prepared a training planner that was inspected by the committee. This identifies courses that would be beneficial to individual councillors and identifies training gaps. The chair thanked Cllr Morley for this piece of work and will be commend this to the council.

24/19P&D To consider purchasing HR services to include employment contract and employee handbook incorporating all necessary policies

Members discussed purchasing HR services for clerk contract and employee handbook. Quotes have been received from 3 providers ranging from £600, £1200 to £1500.

The middle one is used by many parish councils whereas the others are not specifically in this sector. Cllr Varney is to investigate the differences further. There is provision for this in the budget.

25/19P&D Date of next meeting & Close

The date of the next meeting will be confirmed at a later date, there being no further business the Meeting closed 8.15pm