

KESSINGLAND PARISH COUNCIL



Minutes of the Personnel Committee Meeting held at 3.00pm Wednesday 11th January 2023 in the Council Chamber, Marram Green

Members present: C. Cook, I. Graham (Chair), J. McLean & S. James.
Other Cllrs in attendance: None
Others present: None
Clerk to the Meeting: N. Coleby (Parish Clerk)

41. Chair's welcome

The Chair welcomed everyone to the meeting and explained the meeting protocol.

42. Apologies for absence.

Apologies were received from Cllrs Gower & Green. Cllr Cook proposed acceptance of the apologies. This was seconded by Cllr McLean with all in favour.

43. Declarations of Interest.

There were no Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the agenda, and there are no written requests and grants of dispensations for Disclosable Pecuniary Interests.

44. Minutes of the previous meeting.

It was noted that as this was an extra-ordinary meeting of the committee, minutes will go before the next ordinary meeting of the committee.

45. Public participation.

There were no members of the public present and no comments had been received.

46. Staffing Matters.

46.1 It was noted that the council's Administration & Committee Apprentice Clerk had amicably left the council's employment.

46.2 The committee considered the options for replacing the position and agreed to recommend to parish council that a vacancy for a part time Administration and Committee Clerk should be advertised. The role would be for 15 hours a week which would be flexible but should include Fridays once the individual had received sufficient training. The salary scale should be between NJC scales 7-12 with the option to opt into the Suffolk Local Government Pension Scheme. This recommendation was proposed by Cllr James and seconded by Cllr McLean with all in favour.

46.3 It was noted that the Personnel Committee has delegated authority to appoint staff with the exception of the Clerk position. Therefore the committee felt that the standard composition of the interview panel would follow normal practice with it consisting of the Chair and Clerk along a female councillor. It was noted

that at this particular time the exact composition could not be decided as it may depend on applications. It was noted that the Deputy Clerk would also sit in.

46.4 Cllr Cook proposed that details of the interview process and timetable should be delegated to the Clerk in line with the council's recruitment procedures including setting a date for the committee to meet and consider recommendations on employment following the interviews.

47. **Exclusion of the Press & Public.**

As there were no matters in this item of the agenda the exclusion was not moved.

48. **Date of next meeting.**

It was noted that the next ordinary meeting of the committee is scheduled for the 2pm on Wednesday 15th February 2023 however it was agreed that this meeting would be moved to fit in with the interview process.

49. **Items for the next agenda.**

As the date of the next meeting will depend on the interview process, It was noted that councillors should submit any items for the agenda to the Clerk as soon as possible.

50. **Close of meeting.**

The meeting closed at 10.32am

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