**Minutes**

**Staffing Committee**

6th August 2020 at 7 pm via zoom

Court Hall, Winchelsea

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| Present: | ✓ | Cllr. Mrs C Merricks | ✓ | Cllr. Mrs E Bradley |
| ✓ | Cllr. Mrs J Stanford | ✓ | Mrs A Evett (Clerk) in attendance |
| ✓ | Cllr. S Tollett | ✓ | Mrs J Cannings (Deputy Clerk) |
| ✓ | Cllr. P Turner |  | Cllr. Mrs S Lyward (Chairman) |

Cllr Mrs Bradley was voted as Chairman of the meeting in Cllr Mrs Lyward’s absence.

1. Questions or comments. There were no members of the public present.
2. Apologies for absence were received from Cllr Mrs Lyward.
3. Disclosures of interest. There were none.
4. The minutes of the meeting held on the 24th February 2020 were approved.
5. Resignation of the Clerk. The Clerk’s resignation was noted. It was resolved to approve the following:
6. The job description.
7. The person specification with one amendment under ‘other’ to include ‘current driving license and use of a car or available transport to carry out the functions of the role.’
8. The job advert (to be advertised primarily on Indeed but included on social media etc.) Include flexibility to work more than 25 hours per week by agreement.
9. Sift criteria and panel. The Clerk will check all applications. The sift will be based on the person specification and candidate location. The panel will consist of Cllrs Mrs Bradley and Lyward, Cllr Turner and Cllr Mrs Merricks as reserve.
10. The interview panel will be the same as the sift panel.
11. Appointment process. The Staffing Committee will approve the appointment of the new Clerk in line with the Terms of Reference. The interview panel will have delegated authority on behalf of the committee to appoint the new Clerk and set the salary point dependant on the candidates skills and experience.
12. Staffing Committee membership. The current membership exceeds the number of councillors allowed in the Terms of Reference. The membership will be reviewed at the September 2020 meeting where five councillors will be approved.
13. Urgent matters.
14. Supporting the Deputy Clerk until the new Clerk is appointed. It was resolved that only essential meetings would take place and all other committee meetings, with the exception of Planning, will be postponed. Any urgent matters that would normally be heard by committee will go to full council. The Chairman will cover the phone when the deputy clerk is on annual leave and a message will be put on the emails and phone to say that we are short staffed.
15. The Clerk has over two weeks of annual leave to take. The Clerk will cancel her summer leave in light of her resignation. It was resolved to pay the Clerk her outstanding leave in the August salary payment.
16. Storage of parish documents. The Winchelsea Corporation will be asking the Council for a grant to cover the installation of broadband at the Court Hall and to offer to store two four drawer cabinets containing the parish documents and offer use of the hall for the Clerk to work in, on or two sessions a week. Cllr Turner is taking this forward and there will be a proposal ready for the September full council meeting.
17. Deputy Clerk’s salary. It was agreed that the salary would be reviewed and that the deputy clerk would be remunerated for covering the Clerk role.
18. Date of next meeting to be confirmed.

The meeting closed. Signed: Dated: