



PULBOROUGH PARISH COUNCIL
Working together for a better future

**MINUTES OF THE MEETING OF THE FINANCE & POLICY
STAFFING SUB-COMMITTEE HELD ON TUESDAY 19TH APRIL 2022
AT THE VILLAGE HALL**

PRESENT: Cllrs: Clarke (Chairman), Hare and Kipp

IN ATTENDANCE: Mrs H Knight (Clerk)

The meeting opened at 10.30am

1. Election of Chairman of the Sub-Committee

It was **RESOLVED** to appoint Cllr Clarke as Chairman of the Sub-Committee.

2. Election of Vice Chairman of the Sub-Committee

It was **RESOLVED** to appoint Cllr Kipp as Vice-Chairman of the Sub-Committee.

3. Apologies for Absence

All members of the Sub-Committee were present.

4. Declarations of Interest and Changes to Register of Interests

There were no declarations of interest on any agenda items or any changes to councillors' register of interests.

5. Staff Vacancy

It was noted that notice of resignation of the Deputy Clerk, Lisa Underwood, had been received by the Clerk. The Deputy Clerk's last day of employment would be Friday 13th May 2022.

Following discussion, it was **RESOLVED** to proceed with recruitment of a replacement Deputy Clerk, as opposed to setting the post at Assistant Clerk level, in anticipation of attracting a higher level of experience to support the Clerk/RFO to the Council. In addition, the following was **RESOLVED**:-

- The post will continue to be part time, at 30hrs per week;
- The salary range will be advertised at LC1 SCP 13-17, on a single SCP to be arranged dependent upon experience and qualifications;
- The current Job Description/Person Specification was approved to be used with an update stating that the 30hrs included evening meetings;
- The advertisement wording was agreed, and the Clerk would arrange advertisement of the vacancy via WSALC; Other appropriate media such as council website, social media would also be used where possible;
- The interview panel would be all members of the F&P Staffing Sub-Committee and the Clerk.

An anticipated timescale for the process was **AGREED** as: Application deadline 13th May; Sifting applications w/c 16th May; Interviews w/c 23rd May or 6th June 2022. These dates may be subject to change, depending on how quickly the vacancy is advertised.

6. Clerk's hours of work

The Clerk and Members discussed the present workload of the Clerk and anticipated additional pressures due to the likelihood of a gap between the Deputy Clerk leaving and a new incumbent commencing employment, coupled with mentoring of that person. It was noted that the Clerk already frequently worked longer than her contracted hours of work.

It was **RESOLVED** to change the Clerk's current part time hours of 30hrs per week to full time, 37 hrs per week, with effect from 1st May 2022. Members noted that this change is put in place with the expectation that once the new Deputy Clerk is settled in post, the Clerk will dedicate study time in order to achieve the CiLCA qualification.

The meeting closed at 11.30am.

.....Chairman

.....Date