



PULBOROUGH PARISH COUNCIL

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**MINUTES OF THE MEETING OF THE FINANCE & POLICY
STAFFING SUB-COMMITTEE HELD ON THURSDAY 25TH MAY 2023
AT THE SPORTS PAVILION**

PRESENT: Cllrs: Hands (Chairman), Clarke, Ellis-Brown and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)

The meeting opened at 4.00pm

1. APOLOGIES FOR ABSENCE

All members were present.

2. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest by Members. There were no changes to register of interests made.

3. MINUTES

It was **RESOLVED** to approve the Minutes of the Meeting held on Tuesday 4th April 2023 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

4. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted (staffing / personal data), the press and public be excluded from the meeting, and if present be instructed to withdraw.

5. STAFF RESOURCING

Members discussed the forthcoming vacancy for Clerk and Responsible Financial Officer (RFO), as reported to the Council on 18th May 2023 following the recent resignation of the Clerk. Members reviewed and amended the job description and person specification for the position, with minor amendments to add social media/website supervision, and management of people as a desirable skill. A sample advertisement, with long and short versions, had been circulated. It was **AGREED** to adopt these, with some minor amendments to add the anticipated interview period and some potential for home working in addition to office cover.

It was **RESOLVED** that the post would be advertised as full time at the pay range LC2, (SCP 24-28) £31,099-£34,723, depending on qualifications and experience. It was further **RESOLVED** that:

- The short version of the advertisement would be utilised where appropriate, such as the Council's website, with the supporting documents available via link.
- The longer version of the advertisement, with link to supporting documents, would be placed with WSALC (free), NALC (at a cost of £100 + VAT) and with HDC and WSCC external listings if possible.
- Consideration would be given to inclusion with Indeed social media platform, Clerk to investigate costs.
- Advertising to commence by 1st/2nd June, with closing date of 21st June and anticipated interviews during week commencing 26th June, advert to reference that applicants should advise dates not viable.
- Interview panel to comprise 3 of the committee members and the Clerk.
- The Clerk to be given delegated authority to liaise directly with committee members regarding any final points needing implementation, owing to the need for timely action.

The meeting closed at 5.02pm.

.....Chairman

.....Date

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