

**Konsel Pluw Erens
Gerrans Parish Council**



**MINUTES of the STAFFING COMMITTEE MEETING
held on Monday 12th February 2024 at 7.30 pm
in the Memorial Hall Annexe**

Present:

Cllrs Kate Greet (KG) (Chairman), John Crombie (JC), Charles Emmett (CE), Joanna Holah (JH), Amelia Sumner (AS)

Steve Skull (Clerk) was available by phone.

No members of the public attended.

SC02122401

APOLOGIES FOR ABSENCE

- None

SC02122402

DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

- None

SC02122403

RECORD KEEPING

JH volunteered to take notes.

SC02122404

RECRUITMENT POLICY

Committee members voted unanimously to approve the draft policy. Proposed JH, seconded JC.

SC02122405

PROCEDURES

Committee members discussed the documents prepared by the Recruitment Working Group (RWG). CE asked whether the Clerk and RFO roles always had to be done by the same person and KG explained this is the norm in small councils as there is so much overlap of responsibility. JH explained that the Person Specification is a key document for identifying suitable candidates at the shortlisting and interview stages of recruitment. JC explained that the RWG had not wished to state specific accounting packages but had felt web site management should be added to the desirable competencies. KG had sought advice from Sarah Mason regarding hours worked and salary scales. She therefore suggested amending the hours of work to 18 per week on average, to allow for this and training time but keeping the salary scale at LC2 points 18-23. It was agreed that the advert should be posted to GPC's web site and noticeboards, sent to CALC, Roseland Online and the Roseland Magazine, and that KG should share it to Livin' the Dream and Portscatho Community pages on Facebook.

The closing date was agreed as Friday 8th March 2024.

Committee members voted unanimously that the documents discussed should form the recruitment pack to be sent out to anyone expressing an interest in applying. Proposed JC, seconded CE.

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MEETING CLOSE

KG declared the meeting closed at 8:30pm.