

Minutes of the meeting of the Human Resources Committee

Held on Tuesday 26th April 2022 at 2.00pm

Present: Cllrs Sharman (Chair), Jordan and Pyatt

Town Clerk, Graham Spark

1	To receive Members' apologies for absence – there were none.
2	To receive Members' Declarations of Interest – none declared.
3	To approve the minutes of the meeting of 8th April 2022 Proposed: Cllr Sharman Seconded: Cllr Pyatt All in favour 'That the minutes of the meeting of 8 th April 2022 be approved'
4	Confidential items - none
5	To Discuss and agree the recruitment of additional staff and the future office structure. Cllrs agreed that the current office staffing was under resourced and that the position of Assistant to the Clerk be replaced with a Deputy Clerk. Additionally they also. One candidate had applied for the position and he was interviewed on 8 th April 2022 by the HR Committee. He was interviewed and questioned on all the areas described in the job profile/description and he gave full and satisfactory answers to each. He demonstrated that he is very capable of undertaking the role of Town Clerk and has various projects in mind to take the work of the Council forward. He has confirmed that he has started his CILCA qualification and is fully committed to following this through to completion. He also demonstrated his ability to constructively lead the team of staff. The HR Committee therefore wish to recommend to Full Council the appointment of Graham Spark to the post of Town Clerk. This will be subject to receipt of satisfactory references, and monthly progress meetings and to a six month probationary period carried out by the HR Committee. Salary: HR Committee wish to appoint on a starting salary at SCP 32, moving to SCP 34 subject to the six month probationary review. Thereafter one increment annually subject to satisfactory performance review, to a max of SCP38.
6	To review interviews for the position of Maintenance Officer and make a decision on an individual to recruit and agree remuneration. Cllrs summarised the recruitment process – that Cllrs Pyatt and Sharman, together with the Acting Clerk had interviewed two candidates and they wish to appoint one of them. This will be subject to receipt of satisfactory references, continuous review by the Town Clerk and a six month probationary period.

	<p>A starting salary was agreed by the panel which will rise by one SCP on satisfactory completion of the probationary period and on satisfactory completion of one year's service.</p> <p>The panel commented that both candidates interviewed excellently.</p>
7	<p>Staff Recruitment</p> <p>Cllrs recognised that the office is understaffed, and charged the Acting Town Clerk, once his appointment to Town Clerk is endorsed by Full Council, to review current staffing and to recommend a plan for consideration by HR Committee and Full Council.</p>
8	<p>Date of next meeting</p> <p>This was agreed as Friday 22nd April 2022 at 2pm in the Town Council offices.</p>