

ALVELEY AND ROMSLEY PARISH COUNCIL
NEAR BRIDGNORTH, SHROPSHIRE
Chairman Pam Barker

Clerk to the Council:
David Rawlinson

Tel. 07972040818
Email: clerk@alveleyandromsleypc.org.uk

43 Church View Gardens
Kinver
Stourbridge
West Midlands
DY7 6EE

10th May 2022

Dear Councillor,

You are hereby summoned to a Staffing Committee meeting to be held on Tuesday 17th May 2022 in the Pavilion, Daddlebrook Road, Alveley, at 3.00pm.

Yours sincerely

DRawlinson

David Rawlinson
Clerk to the Council

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE
2. TO RECEIVE DECLARATIONS OF ANY PECUNIARY/PREJUDICIAL INTEREST.
Resolution: That the press and public are excluded from the meeting under s. 2 of the Public Bodies (Admission to Meetings) Act by virtue of the business to be transacted; that is, it concerns the recruitment/employment of staff.
3. MINUTES OF MEETING HELD ON TUESDAY 29TH MARCH 2022 (SEE AGENDA ITEM 15 AND MINUTE 170 OF PARISH COUNCIL MEETING ON TUESDAY 12TH APRIL 2022) – to review previous decisions and outstanding issues.
4. APPOINTMENT OF CLERK – KEY DOCUMENTS.
 - (i) Job advert – draft document attached.
 - (ii) Application form – draft document attached.
5. APPOINTMENT OF CLERK – APPLICATION AND INTERVIEW ARRANGEMENTS.
 - (i) Key dates -
By 19th May Post to be advertised.
Wednesday 8th June - Closing date for applications.
Thursday 9th June - Shortlisting
Week commencing 13th June (say Thursday 16th) - Interviews and appointment.
 - (ii) Venue for Interviews.

- (ii) Composition of Interview Panel - three Councillors including the Chairman of Council and two other members of the Staffing Committee.
- (iii) Format of interviews – panel only?
- (iv) Interview questions – draft pro-forma attached.
- (v) Reference requirements.
- (vi) Assessment and decision-making arrangements.

6. OFFER OF APPOINTMENT - key conditions of service:

- (i) Hours of work – 70 per month;
- (ii) Pay rate - LC1, SCP7-12 – £10.63 to £11.73 per hour;
- (iii) Probationary period – 6 months;
- (iv) Notice period – during probationary period, 1 week, then 4 weeks, increased by 1 week per year after 4 years;
- (v) Other – in line with the standard National Contract of Employment for council employees

7. INDUCTION AND SUPERVISION ARRANGEMENTS FOR NEW CLERK.

8. FUTURE MEETING OF THE STAFFING COMMITTEE.

9. TO CONFIRM THE DATE OF THE NEXT COUNCIL MEETING

The next meeting of the Parish Council will be held on Tuesday 14th June 2022 at the Pavilion, Daddlebrook Road, Alveley, commencing at 7.45 pm preceded by an Open Forum at 7.30pm

To: Cllr. Ms. P. M. Barker, Cllr. Mr. M. A. Haddon, Cllr. Miss I. D. Jakeman,