

**Minutes of the WWPC Staffing Committee Meeting – 28 June 2022 at the Parish Office, Pinewood Centre, commencing at 4.10pm**

**Present:** Cllrs Foxwell, Fenny and Turtle.

**Attending:** K Hughes (Parish Clerk), Cllr A Plume (Via Zoom)

**Apologies:** Cllr Rogers

**SC22/07 Exclusion of the press and public**

It was proposed by Cllr Foxwell and seconded by Cllr Turtle that the meeting be closed to the public and press due to the sensitive nature of the discussion. All approved.

**SC22/08 Welcome**

Cllr Foxell welcomed members to the meeting and thanked them for attending

**SC22/09 Acceptance of apologies for absence**

Apologies were received and accepted from Cllr Rogers.

**SC22/10 Parish Clerk Recruitment**

Members reviewed documentation circulated in advance of the meeting by the Parish Clerk.

The following matters were discussed and approved:

Item	Approved
Job Title	Parish Clerk – discussion of the RFO role to be undertaken at interview stage
Hours of work	Full time – noting that flexibility of working hours will be considered
Advertised salary level	NJC scale 33 to 36 depending upon qualifications and experience
Application form	Members requested receipt of a CV and covering letter
Role profile	Some wording amendments Items to be bulleted rather than numbered
Person specification	To be amended to an 'essential' and 'desirable' list

c) Location of the job advert was approved as the SLCC website, with the Clerk to also post the vacancy on the council's website, noticeboards and on the Clerk's Network social media page.

d) Closure date for applications was set to Monday 5<sup>th</sup> September

e) Date for interviews to be week commencing 12<sup>th</sup> September. Interview panel to be made up from those available within the staffing committee, being Cllrs Fenny, Foxwell, Plume, Rogers and Turtle.

f) All other aspects of the documentation were approved.