



Dormansland Parish Council

Locum Parish Clerk: Debbie Marshall
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MINUTES OF A MEETING OF DORMANSLAND PARISH COUNCIL PERSONNEL COMMITTEE HELD ON FRIDAY 23RD JULY 2021 AT 1pm IN THE CENTENARY ROOM, THE PLATT, DORMANSLAND

Present: Councillors: Mr G Kaiser-Davies (GKD) - Chairman
 Mr C Robinson (CB)
 Ms C Roux (CR)

In attendance: Parish Locum Clerk: Mrs D Marshall (DM)

Item		Action
	<u>Open Forum</u> No members of the public present.	
1.	<u>To appoint a Chairman of the Personnel Committee</u> It was RESOLVED to appoint Councillor Kaiser-Davies as Chairman of the committee.	
2.	<u>Apologies for Absence</u> None.	
3.	<u>Declarations of Interest not previously declared</u> None.	
4.	<u>Recruitment of a new Parish Clerk</u> 4.1 Hours of employment/salary grade The Locum Clerk provided Councillors with a report reviewing and evaluating the Clerk role. This included grading the role using the agreed SLCC/NALC benchmarking criteria to agree a job profile. It also included an evaluation of the hours needed to undertake the routine workload, considering the duties and responsibilities undertaken. It was RESOLVED that the role fell within the LC2 substantive range and that the role should be advertised/appointed within the points range SCP24-28, depending on the qualifications and experience of the successful candidate. It was RESOLVED that the role should be advertised for 14 hours per week, with the understanding that some overtime may be necessary both during busy periods of higher workload and during the probationary 'learning' period. 4.2 Advert, distribution and length of advertising A draft advertisement had been circulated for approval. With small amendments, the advertisement for the role was AGREED . It was RESOLVED to start advertising the role w/c 26 th July 2021, with a closing date of 5pm Friday 27 th August 2021.	DM

	<p>It was RESOLVED to advertise the role: on the three village notice boards and to ask Lingfield Parish Council if it could be advertised on their notice board; on DPC website and face book page and on Dormansland Community face book page; on the Surrey, West Sussex and Kent Association of Local Councils websites; on Lingfield Parish, East Grinstead and Edenbridge Town Council and community face book pages.</p> <p>4.3 Job description A draft job description had been circulated for approval. With a small amendment, the job description for the role was AGREED.</p> <p>4.4 Person Specification The essential and desirable competencies for the role were discussed and AGREED. The Locum Clerk was asked to use these to create a Person Specification.</p> <p>4.5 Application form A draft application form had been circulated for approval. It was AGREED to use the application form – no CVs would be accepted. The application pack would consist of the application form, job description and person specification. Candidates would be invited to contact the Locum Clerk for further information or to ask questions.</p> <p>4.6 Contract of employment The SLCC/NALC model contract of employment had been circulated. Councillors AGREED to submit any comments/suggested amendments to the Locum Clerk by the 6th August 2021.</p>	<p>DM</p> <p>ALL</p>
	<p>Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960 it was RESOLVED that the Public be excluded from the meeting during consideration of the under mentioned item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned.</p> <p>4.7 Interview process Councillors AGREED the timetable for interview: First Interviews – Thursday 16th September 2021. Second Interviews – Thursday 23rd September 2021. It would be necessary to call an Extraordinary Full Council Meeting to ratify the appointment. Councillors considered some sample interview questions and exercises and AGREED to submit their suggestions/preferences to the Locum Clerk by the 6th August 2021.</p>	<p>ALL</p>

The meeting was concluded at 2.55pm.

<p>Minutes confirmed as a correct record:</p> <p style="text-align: right;">(Chairman)</p> <p>Dated:</p>
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