



WINCANTON TOWN COUNCIL
DRAFT MINUTES OF THE MEETING OF THE TOWN COUNCIL
PERSONNEL COMMITTEE HELD ON MONDAY 8TH MARCH 2021
ONLINE VIA ZOOM AND LIVE STREAMED ON YOUTUBE

Present: Councillors Ralph (Chair), Power, Shelbourn-Barrow, Tudgay, Walters and Vagg
Locum Clerk: Zöe Godden

The meeting started at 19:04.

1. APOLOGIES

All committee members were present.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Tudgay and agreed to approve the minutes from 24th November 2020 as presented. Five votes for; one abstention.

4. TOWN CLERK RECRUITMENT

- a. To consider approving the Town Clerk job description, which is the NALC model document, and the Person Specification.

The Chair asked if anyone had any comments. All councillors were happy with the documents as presented.

RESOLVED: It was proposed by Councillor Shelbourn-Barrow, seconded by Councillor Power and unanimously agreed to approve the Town Clerk job description and person specification as presented.

- b. To consider advertising the Town Clerk role on a six-month renewable temporary basis, for 30 hours per week on Spinal Column Point 37.

There was some general discussion about the number of hours on offer and whether the facility to work from home should be specified. The Chair noted the comments and said these could be discussed with applicants during the interview process. Councillor Shelbourn-Barrow noted that the cost of employing a Clerk at this SCP was within the staffing budget and added that the Town Clerk conditions of employment may change subject to the outcome of a staffing review. It was noted that the Personnel Committee had devolved power to engage locum staff during any interim period before a substantive Town Clerk was employed.

RESOLVED: It was proposed by Councillor Power, seconded by Councillor Vagg and unanimously agreed to advertise the Town Clerk role for 30 hours per week at SCP 37 on a six-month renewable temporary basis.

- c. To agree the wording for the job advertisement.

Councillors considered a draft advertisement that had been distributed before the meeting. The Locum Clerk was instructed to make some minor amendments to wording, which did not change any of the core details. It was **agreed** that the advert should include the offer of an informal discussion with the Chair of the Council or the Chair of the Personnel Committee.

Action 210308/1: Locum Clerk

Councillors discussed the CiLCA qualification and discussed whether this should be made a requirement for applicants. It was felt that this might preclude good candidates who would be willing to work towards the qualification.

RESOLVED: It was proposed by Councillor Power, seconded by Councillor Tudgay and unanimously agreed to approve the advert, with the amendments specified.

- d. To agree where to advertise the post, closing date for applications and date for interviews.

RESOLVED: It was proposed by Councillor Power, seconded by Councillor Tudgay and unanimously agreed that the post would be advertised via the SALC website, via SSDC, the Town Council website and Facebook page and on the Town Council notice board; the closing date for receipt of applications would be 31st March; shortlisting would take place on 1st April; interviews would take place on 8th and 9th April.

e. To agree three councillors to deal with shortlisting and to form the interview panel, including deciding interview questions, task or presentation for candidates and marking scheme. The Chair noted that any Councillor dealing with shortlisting and interviews would need to be available on 1st, 8th and 9th April.

RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Walters and unanimously agreed that the shortlisting and interview panel would be made up of Councillors Power, Ralph and Shelbourn-Barrow, with Councillor Vagg as a reserve panel member.

5. DATE OF NEXT MEETING

The next meeting of the Personnel Committee would be Monday 19th April.

The meeting ended at 18:55.

Zöe Godden
Locum Town Clerk