



# BURLEY PARISH COUNCIL

## STAFFING COMMITTEE MEETING MINUTES 12<sup>th</sup> APRIL 2023

**Present:** Cllr R Clarke (Chairman), Cllr K Hedge, Cllr P Egerton

**In attendance:** The clerk, Tom Brindley.

**1 (Agenda item 1) Apologies for absence:** None.

**2 (Agenda item 2) Chairman's Remarks:** None

**3 (Agenda item 3) Declarations of interest:** None.

**4 (Agenda item 4) Public participation:** None

**5 (Agenda item 5) Clerk Recruitment**

5.1 Update on progress to date

- a. The post had been advertised on the HALC website with a closing date of 30<sup>th</sup> April.
- b. One application had been received and another potential candidate had withdrawn as the house were insufficient.
- c. Members reviewed the application and concluded that, bearing in mind that the clerk's address would be the official address of the council and the need for regular visits to Burley, the applicant lived too far away.

5.2 Clerk job spec

Members reviewed the job spec and suggested a more flexible approach to hours, making allowance for an increased workload and training time.

5.3 Clerk person spec

Members reviewed the job spec and requested a note indicating preference for candidates who lived locally.

5.4 Clerk remuneration band

Members agreed to remove the quoted salary range and indicate that salary was negotiable.

5.5 Ongoing recruitment process

Members **RESOLVED** to extend the application deadline to 31<sup>st</sup> May

**6 (Agenda item 6) To exclude the press and public due to the confidential nature of the business to be discussed**

6.1 Members **RESOLVED** to exclude the press and public

**7 (Agenda item 7) To review the clerk's salary**

7.1 Members considered a report advising that CPI inflation as of February 2023 was 10.4 %

7.2 Members **RESOLVED** to raise the clerk's hourly rate (including an allowance in lieu of pension) by 10.4% to run from 1st April 2023.

The meeting closed at 18:25.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_