

Hope Community Council

Minutes of the Personnel (Advisory) Committee Meeting held on Monday 26th February 2024

Present: Councillors Mrs T Bowgett (Chair), Mrs L Davies, Mrs J Arnold, Mrs C Sheibani and Mrs Williams

Also Present: Mrs S Hughes Clerk and Responsible Financial Officer

274. Apologies for Absence

Apologies for absence were received from Cllrs Oldham and Parsonage.

275. Declarations of Interest

There were no Declarations of Interest received.

276. Village Groundsman

- a) The Job Description and Job Advert were reviewed for publication.
- b) To appoint members to undertake interviews.
- c) To review employment documents:
 - (i) Risk Assessments
 - (ii) Contract of Employment
- d) Consider submitting a request for delegated powers from full council for the full recruitment process of this position.

RESOLVED:

- a) With agreed amendments, the Job Description and Job Advert were approved and recommended to be advertised on the council noticeboards, website, facebook and Indeed. Cllr Sheibani to co-ordinate the registration with Indeed. A closing date of Thursday 28th March @ 5pm.
Given that the start date may be later than planned, the Committee will recommend starting the employee on 8 hours per week for the first 1-2 months.
- b) Cllrs Bowgett, Davies, Sheibani will undertake the interviews and Cllr Parsonage will also be asked to attend. Agreed date for interviews Monday 8th April (afternoon/evening).
- c) Both the Risk Assessments and Contract of Employment were reviewed. Cllr Parsonage will be asked if he will be willing to work through the Risk Assessments with the employee. The Contract of Employment was approved with minor amendments (*model contract drafted for NALC by WorkNest HR and endorsed by SLCC*).
- d) To prevent any unnecessary delays, the Committee will submit a proposal to full council requesting delegated powers for the full recruitment process (advertising, interviews, contracts, appointments).

277. Clerk's Annual Appraisal

RESOLVED: Cllrs Bowgett and Davies will undertake the appraisal during March , date to be confirmed.

The meeting of the Committee began at 2.00pm and ended at 3.05pm

Chairman: 6th March 2024