

# Carlton Parish Council

**Approved Minutes of the Recruitment Committee Meeting held on  
Wednesday 10<sup>th</sup> February 2021 2021 at 6.30pm  
via Zoom Video Conferencing Application.**

**Present:**

**Councillors:** Cllr T. Clayton, Cllr G. Taylor, Cllr M. Deller, Cllr K. Mann,

**Proper Officer/Clerk:** Mrs S. Rockliff

**Members of the Public:** none

**1. Apologies for Absence**

There were no apologies for absence received.

**2. Declarations of Interest**

There were no declarations of interest received.

**3. Appointment of Chairman of the Recruitment Committee**

It was proposed and seconded that Cllr Mann be Chairman of the Committee.

**Resolved: That Cllr Mann be Chairman, of the Recruitment Committee.**

**4. Terms of Reference for the Recruitment Committee**

Councillors considered the draft Terms of Reference for the Recruitment Committee.

**Recommendation to Council: That the Terms of Reference for the Recruitment Committee be approved.**

**5. The Recruitment Process for the Vacancy of Clerk/ Responsible Finance Officer (RFO)**

5.1. Councillors considered the requirements for, and wording of, the advert for the vacancy; and where and when the vacancy would be advertised.

5.2. Councillors considered the current Clerk's/RFO Job Description to ensure that it fitted the requirements for the new clerk/RFO.

5.3. Councillors considered the Person Specification for the vacancy.

5.4. Councillors considered the application form for candidates and set a deadline for submission of applications.

5.5. Councillors considered the shortlisting procedure for candidates.

5.6. Councillors considered a date for the interviewing of candidates.

**Resolved: that**

**i) The vacancy be advertised from the 12<sup>th</sup> February to midday on the 5<sup>th</sup> March 2021;**

**ii) The Person Specification, Job Description and Application form be sent to all applicants;**

**iii) The shortlisting will take place on the 5<sup>th</sup> March 2021 by the Recruitment Committee; and**

**iv) Shortlisted candidates will be invited for interview on the 11<sup>th</sup> March 2021**

**Recommendation to Council: That**

**i) The salary for the Clerk/RFO would be offered at the National Joint Council Pay Scales - 18 to 22 (£12.98 - £14.05 per hour) depending on experience and qualifications, for 40 hours per month;**

**ii) Candidate(s) be invited to give a presentation to council before being offered the position of Clerk/RFO.**

**Date for the Current Clerk's Exit Interview and Feedback to the Council**

Councillors and the Clerk considered a date for the Exit Interview and Feedback to the Council. **Resolved that this decision be deferred until the appointment and agreed start date of the new clerk had been agreed. The clerk would be able to negotiate hours of work after the 31<sup>st</sup> March with the Council.**

**6. Date and Time of Next Meeting**

Friday 5<sup>th</sup> March at 6.00pm

**The Chairman closed the meeting at 8.20pm.**

