



## WOODBIDGE TOWN COUNCIL

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Locum Town Clerk: Mr G E Diaper

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### TO MEMBERS OF THE STAFFING COMMITTEE

Cllr Bale	Cllr O’Nolan
Cllr Lady Blois	Cllr Rawlings
Cllr Gillard	Cllr Sutton
Cllr Holdcroft	Cllr Walsh
Cllr Miller	

You are hereby summoned to attend the **MEETING** of the **STAFFING COMMITTEE** to be held virtually on: **TUESDAY 6<sup>th</sup> APRIL 2021 at 4pm**

Greg Diaper  
Locum Town Clerk  
31<sup>st</sup> March 2020

To join this meeting as a member of the public please contact the Town Clerk via email – [townclerk@woodbridge-suffolk.gov.uk](mailto:townclerk@woodbridge-suffolk.gov.uk) for more information.

### AGENDA

- 1. APOLOGIES**  
To receive apologies for absence.
- 2. TO RECEIVE DECLARATIONS OF INTEREST**  
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
- 3. TO CONSIDER REQUEST FOR DISPENSATIONS**  
Councillors with a Pecuniary Interest in an item on this Agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

4. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD 5<sup>th</sup> AUGUST 2020
5. TO AGREE THE PROCESS AND PROCEDURE FOR THE RECRUITMENT OF THE PERMANENT TOWN CLERK WHEN COVID RESTRICTIONS PERMIT INTERVIEWS IN PERSON - ATTACHED
6. TO AGREE TO MAKE AN EX-GRATIA AWARD OF £50 GIFT VOUCHERS TO THE DEPUTY TOWN CLERK, FINANCE ASSISTANT AND SECRETARY – ATTACHED
7. TO INITIATE A REVIEW INTO THE FUTURE MANAGEMENT OF THE COUNCIL'S ESTATE – ATTACHED
8. TO RECEIVE AN UPDATE ON THE 2021 PAY AWARD AND PENSION CONTRIBUTIONS – ATTACHED
9. TO EXCLUDE THE PUBLIC AND PRESS FROM THE REMAINDER OF THE MEETING IN ACCORD WITH THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 BECAUSE OF THE CONFIDENTIAL INFORMATION BEING DISCUSSED
10. TO NOTE AND AGREE TRAINING NEEDS IDENTIFIED DURING THE APPRAISAL PROCESS – CIRCULATED SEPARATELY
11. TO CONFIRM THE TERMS AND CONDITIONS OF A FUTURE TOWN CLERK – CIRCULATED SEPARATELY
12. TO NOTE THE ADDITIONAL MEASURES BEING INTRODUCED TO ENSURE THAT THE TOWN CLERK RECRUITMENT PROCESS IS BOTH FAIR BUT ROBUST – CIRCULATED SEPARATELY
13. CLOSURE

## WOODBRIIDGE TOWN COUNCIL

Minutes of an **on-line** meeting of the **STAFFING COMMITTEE** held on **WEDNESDAY 5<sup>TH</sup> AUGUST 2020**  
at **6pm**

### Councillors:

Present: S Bale, Lady C Blois, P Gillard, G Holdcroft, S Miller, M Sutton and S Thompson

Apologies: E O’Nolan, S Rawlings and Walsh

In Attendance: Locum Deputy Town Clerk (items 254 – 261 and part 262 only)

*Action*

#### 254. TO ELECT A CHAIR OF COMMITTEE

The Committee elected Councillor Bale as Chair.

#### 255. TO ELECT A VICE-CHAIR OF COMMITTEE

The Committee elected Councillor Sutton as Vice-Chair.

#### 256. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors O’Nolan, Rawlings and Walsh.

#### 257. MEMBERS AND OFFICERS WERE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY OR LOCAL NON-PECUNIARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THE AGENDA AND WERE ALSO REMINDED TO MAKE ANY DECLARATIONS AT ANY STAGE DURING THE MEETING IF IT BECOMES APPARENT THAT THIS MAY BE REQUIRED WHEN A PARTICULAR ITEM OR ISSUE IS CONSIDERED, AND TO DEAL WITH DISPENSATIONS AS REQUESTED BY INDIVIDUAL COUNCILLORS IN LINE WITH S33 OF THE LOCALISM ACT 2011

No Councillors declared any interest in matters on the agenda.

258. COUNCILLORS WITH A PECUNIARY INTEREST IN AN ITEM ON THIS AGENDA, WHO WISH TO REMAIN, SPEAK AND/OR VOTE DURING CONSIDERATION OF THAT ITEM, MAY APPLY FOR A DISPENSATION BY WRITING TO THE TOWN CLERK PRIOR TO THE MEETING. APPLICATIONS MAY ALSO BE CONSIDERED AT THE MEETING ITSELF SHOULD THE NATURE OF THE INTEREST BECOME APPARENT TO A COUNCILLOR AT THE TIME OF THE MEETING

There were no requests from Councillors for a dispensation.

259. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD 27th APRIL 2020

The Committee received and approved the signing of the minutes of the meeting held 27<sup>th</sup> April 2020 as a true record.

260. TO AGREE TO APPOINT MEMBERS TO THE APPEALS SUB-COMMITTEE AND THE DISCIPLINARY AND GRIEVANCE SUB-COMMITTEE

The Committee agreed to defer this item to the next meeting of the Council.

261. TO EXCLUDE THE PUBLIC AND PRESS FROM THE REMAINDER OF THE MEETING IN ACCORD WITH THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 BECAUSE OF THE CONFIDENTIAL INFORMATION BEING DISCUSSED

The Committee agreed to exclude the public and press from the remainder of the meeting in accord with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

262. TO RECEIVE A REPORT ON STAFFING MATTERS

The Council considered the confidential report and agreed the changes to gradings for the Deputy Town Clerk and Finance Assistant posts as recommended in the report. The Committee further agreed the change in job title for the Secretary post to Administrative Assistant and the change in grading as recommended in the report. The Council further agreed that all terms and conditions for staff would be as set out in the National Joint Council for Local Government "Green Book" except for: -

- a) all mileage to be paid at 40p per mile or equivalent future Inland Revenue rate
- b) Overtime for Civic Events/functions and emergency call-outs will be paid at double time

The Committee agreed to recommend to Full Council that the Locum Deputy Clerk's hours be increased to 15 per week from 1<sup>st</sup> August 2020.

263. CLOSURE

The meeting was closed at 6.50pm.

Councillor Bale  
Chair

DRAFT

## ITEM 5

### **TO AGREE THE PROCESS AND PROCEDURE FOR THE RECRUITMENT OF THE PERMANENT TOWN CLERK WHEN COVID RESTRICTIONS PERMIT INTERVIEWS IN PERSON**

Until 21<sup>st</sup> June interviews in person are constrained by the covid regulations, but assuming that these are permitted after that date it is appropriate now to consider the process and procedures involved in the appointment of a permanent Town Clerk.

The Locum Deputy Town Clerk, who has successfully recruited Town Clerks at Haverhill, Saffron Walden, and Felixstowe has recommended the following procedure, which engages all Councillors in the shortlisting process but then has a small interview panel.

#### **Procedure for Recruitment (Particularly but not exclusively of Clerk)**

1. Agree a job description
2. Agree a person specification
3. Prepare application form
4. Assign an individual to receive applications (the co-ordinator). This should not be a Councillor nor a permanent employee.
5. Agree an interview panel and set interview dates. Include a qualified Town Clerk on the panel, and no more than three Councillors.
6. Advertise – SALC and SLCC for Clerk positions, SCC for other positions
7. Applications to be electronic only by email attachments
8. All applications are made anonymous (save for a reference number) by redacting all personal information which might identify the name, age, sex, disability, or current employer of the applicant.
9. The redacted applications are sent to all Councillors with a copy of the person specification and a scoring sheet
10. Councillors score each application with reference as to how the redacted application satisfies the person specification and return the scoring sheets to the co-ordinator
11. Using Excel a table is drawn up showing scores awarded to each applicant
12. The three top-scoring applicants then have their original application forms reviewed by the co-ordinator to check for:-
  - a. Unexplained breaks in employment
  - b. Declared regular or lengthy periods of ill-health
  - c. Social media issues (racist/sexist/derogatory posts)
13. If one of the above issues is identified that application is discarded and the next highest scoring application is reviewed until there are three “sound” applications

14. Invite the three applicants to interview – allow interviews up to 3 hours long so hold interviews over two days
15. Circulate “full” application forms to interviewing panel
16. Make special arrangements for the interview if the applicant has a need
17. Prepare a set of model interview questions for each applicant and a common “task” to be completed as part of the interview
18. Take up references (both verbally and written)
19. Interview using a scoring of answers against the model questions
20. Review the interview scores and select the highest-scoring (total of all three interviewer’s scores), taking into account scores for the task
21. Compare with references received if available. If not available chase.
22. Only when in receipt of all references, which are satisfactory, for the highest scoring applicant, let them know what the panel will be recommending (to Council for Clerk, to Staffing Committee for other staff). Do NOT tell other applicants they have been unsuccessful.
23. If applicant is happy for that recommendation to proceed call a Council meeting with a public recommendation of appointment, but a private agreement of terms
24. If Council confirm decision, send a model contract (for Clerks available from SALC).
25. Let all other applicants know they have been unsuccessful

**Members are recommended to:**

- a) agree this procedure
- b) appoint an interview panel
- c) appoint the current Locum Deputy Town Clerk as the co-ordinator
- d) agree the application form at a later meeting
- e) Recommend the decisions taken on the above to Town Council

**ITEM 6**

**TO AGREE TO MAKE AN EX-GRATIA AWARD OF £50 GIFT VOUCHERS TO THE ACTING TOWN CLERK, FINANCE ASSISTANT AND ADMINISTRATIVE ASSISTANT**

It is proposed that this small ex-gratia payment is made to reflect the difficulties of working remotely during the pandemic, whilst ensuring the business of the Council went uninterrupted.

**Members are recommended to agree to the ex-gratia award of £50 gift vouchers to the Acting Town Clerk, Finance Assistant and Administrative Assistant**

## ITEM 7

### TO INITIATE A REVIEW INTO THE FUTURE MANAGEMENT OF THE COUNCIL'S ESTATE

The Council continues to experience difficulties finding reputable tradespersons who can undertake minor works within a reasonable timescale. The current arrangement of a part-time Handyman works, outside lockdown, for minor works using simple non-mechanical hand-tools but slightly larger or more complex works often go unattended.

There are a number of potential options and **members are recommended to initiate a review of future arrangements**

## ITEM 8

### TO RECEIVE AN UPDATE ON THE 2021 PAY AWARD AND PENSION CONTRIBUTIONS

The Union side have submitted a bid for a 10% pay award for 2021 which has, unsurprisingly, been rejected nationally. There are no further updates to report.

Employee's contribution rates remain the same as last year;

Administration Assistant – 5.5%

Finance Assistant – 5.8%

Deputy Town Clerk – 6.5%

Town Clerk – 6.8%

The employers' pension contributions reduce to 23% for the year 2021/22, down from 24% last financial year.

**This item is for information only**