

WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **STAFFING COMMITTEE** held at Shire Hall on **TUESDAY 5TH OCTOBER 2021** following the conclusion of the Town Council meeting.

Councillors:

Present: S Bale, P Gillard, G Holdcroft, C Page, M Sutton, S Miller and C Walsh

Apologies: Lady C Blois, E O’Nolan, S Rawlings

In Attendance: Town Clerk

392. To receive apologies for absence

Apologies for absence had been received from Councillors Lady C Blois, E O’Nolan and S Rawlings.

393. To receive declarations of interest

No Members declared any interests in items on the agenda.

394. To consider requests for dispensations

There were no requests from Councillors with a Pecuniary Interest in an item on this Agenda for a dispensation.

395. To receive and approve the minutes of the meeting held 29th June 2021

The Committee received and approved the signing of the minutes of the meeting held 29th June 2021 as a true record.

396. To review the job description and person specification for the vacant Deputy Town Clerk position and agree changes

The Committee agreed the following alterations to the job description and person specification;

Job Description

Political impartiality - *To operate impartially in a political environment and work with consistency and integrity.*

Attendance at face to face meetings - *The post of Deputy Town Clerk will necessitate attendance at regular evening face to face meetings and occasional weekend civic functions.*

Update of footer to show Oct. 2021

Person spec

Work Experience in an equivalent environment - *At least 2 years working in Local Government or proof of working in an equivalent environment.*

397. To agree the advertisement and interview arrangements for the Deputy Town Clerk position

The Committee agreed the advert with the following changes:

- Addition of an equality statement.
- Acceptance of a job share application (if both applicants apply)
- Payment at NJC SCP 29 – 32 depending on experience.

The interview arrangement were agreed as follows;

- The Town Clerk and Locum Deputy Town Clerk will meet and discuss the role with applicants at the Shire Hall.
- Councillors Bale, Gillard and Holdcroft will conduct the formal interview at the Crown Hotel.

The closing date for applications will be November 1st 2021.

398. Closure

The meeting was closed at 8.17pm.

Councillor Gillard
Chair