# 9 Maiden Bradley with Yarnfield Parish Council

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Chairman: Councillor Simon Wager Clerk Mrs. Sarah Jeffries PSLCC

# Minutes of the meeting of Maiden Bradley with Yarnfield Parish Council Staffing Committee held on Tuesday 28th of February 2023 at 6.00pm.

**Present:** Councillors, Susanna Brigden, Sebastian Seymour, and Esther Swan

**In attendance:** The Parish Clerk, Mrs. Sarah Jeffries PSLCC, and Councillor Simon Wager Councillor Tyler Barrass.

# Public Question Time Public Bodies (admissions to meetings) Act 1960 s Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

No public were present.

**22/270 Acceptance of apologies for absence**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.

**Resolved:** no apologies required.

**22/271 Dispensations**

**Resolved:** not required.

**22/272 To receive declarations of interests Local Authorities**

Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

**Resolved:** none to give.

**22/273 Exclusion of the Press and Public Standing Order #1c**

The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**Resolved:** no public present.

**22/274 Chairmans Announcements.**

**Resolved:** none to give.

**22/275 Interview Questions**

**Resolved:** agreed to use the draft produced by the Clerk.

**22/276 Selection Process/ Feedback to unsuccessful Candidates**

**Resolved:** it was agreedthat Councillor Esther Swan will action the selection process and send out the invitations to those selected following the closing date of the 12th of March 2023. The Clerk will hand over the laptop and remaining documentation to Councillor Esther Swan after 8.00am on the 10th of March 2023.

It was noted that the below actions will need to be followed.

* Applications once received are distributed to the selection panel.
* A list of applications judging their suitability is selected.
* A shortlist of the candidates is agreed by email and those candidates invited for an interview.
* Contact the unsuccessful candidates and action the job offers. The Chairman should write to the successful candidate within 3 days of the panel confirming the offer of the role including the essential terms of the offer, salary, hours, holiday, etc.

(A contract of employment must be provided to the successful candidate before or on the first day of employment).

The Clerk will provide the selected Councillor with the Parish Council Laptop so they can action the above and communicate with the applicants.

**Locum Clerk**

**Resolved:** noted that should it not find a suitable Clerk it can contact the Society of Local Council Clerks and arrange for a Locum Clerk until the position is filled. This additional cost would need to be approved by Full Council before the Staffing Committee proceeded. See below information and link:

<https://www.slcc.co.uk/locum-interim-services/>

**SLCC Need someone to stand in temporarily?**

Sometimes councils find themselves in need of a temporary clerk or additional staff resource, be that as a result of illness, maternity or paternity cover, holidays, vacancies, increased workloads or one-off projects. Whatever the reason, LCC can help by providing experienced, qualified staff for both short and long-term placements.

Our services are delivered by our team of locums, all of whom have the knowledge and skills to provide the support you need. They are employed by SLCC, and your council is invoiced for the number of hours worked at the agreed hourly rate, enabling the council and locum to comply with HMRC off-payroll rules. The rate charged is inclusive of Employers National Insurance, our payroll and handling costs and a payment for annual leave, making the locum process easy for you to manage.

Depending on the hourly rate the locum would charge LCC, costs range from £25 per hour upwards (an all-inclusive charge). The hourly rate is often more than that of permanent staff due to the nature of the work and the flexibility offered, but in return you have a trained individual who is ready to hit the ground running. They are able to deal with complex situations and impart new skills and processes as a result of their placement, bringing added benefit to the council and public they serve.

If you would like to find out more or have a need for a clerk or additional resource, please contact us at locum@slcc.co.uk and we can talk through the process and work to find you a solution.

noted that the estimated cost of a locum clerk is £35-£45 per hour(the Clerk works 9 hours a week). It was agreed that should a locum be required the weekly hours would be set at half that of the Clerks for a three-month period.

The meeting finished at 18.50pm.

Signed ……………………………… Dated……………………..