

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE OF MILTON ABBOT GROUPED PARISH COUNCIL HELD ON TUESDAY 21st JULY 2015 AT MILTON ABBOT VILLAGE HALL AT 7PM.

(also available at www.chillaton.net)

PRESENT: Cllrs J. Anderson (MA), P. Hough (MA) (Chair), and A. Westcott (C)

Also present: Cllrs H. Asbridge (C) (Acting Clerk) and R Tucker (MA)

01:15/16 TERMS OF REFERENCE OF PERSONNEL COMMITTEE

The draft terms of reference as set out in Appendix A **were agreed**, subject to the approval of the Parish Council.

Note: The Acting Clerk, with the concurrence of the Chair and Vice-Chair of the Council under the Council's urgency procedure, then approved the terms of reference of the Committee.

02:15/16 PARISH CLERK AND RESPONSIBLE FINANCE OFFICER – JOB DESCRIPTION

The job description of the Parish Clerk and Responsible Finance Officer, as set out in Appendix B to the agenda, **was approved**.

03:15/16 PARISH CLERK AND RESPONSIBLE FINANCE OFFICER – PERSON SPECIFICATION

The person specification of the Parish Clerk and Responsible Finance Officer, as set out in Appendix C to the agenda, **was approved**.

04:15/16 PARISH CLERK AND RESPONSIBLE FINANCE OFFICER – CONTRACT OF EMPLOYMENT

The draft contract of employment as set out in Appendix D **was approved**, subject to the removal of any obligation on the Parish Clerk to receive members of the public at his/her home.

05:15/16 APPOINTMENT OF MENTOR

It was agreed that Cllr Asbridge be appointed as mentor to the eventual post-holder during their probationary period.

06:15/16 RECRUITMENT PROCESS

The Committee considered a projection to outturn for 2015/16, an up to date assessment of the Council's financial reserves and an analysis of the likely effect on future revenue budgets of recruitment at various points on the NJC salary scale for part-time local clerks. **It was noted** that recruitment at any point above SCP19 would produce a revenue deficit in future years. At the maximum point on the NJC scale, a deficit of about £700 would occur.

Nevertheless, **it was agreed** that the vacancy be offered on the basis that an appointment would be made at the point on the scale appropriate to the experience of the successful candidate. The Parish Council would be asked to confirm such appointment and take action to ensure any consequent on-going deficit was contained.

It was agreed that the vacancy would be advertised on the Chillaton and the DALC websites, in a Chillaton newsletter, on village notice boards and directly to parish clerks in the Southern Link area.