



RAYLEIGH TOWN COUNCIL
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Minutes of a meeting of the Personnel Committee
Held on Friday 30th September 2022 at 10.30 a.m. via Zoom

As this meeting is via Zoom, any decisions or recommendations will be endorsed at the next full council meeting.

PER 43/22 Those present and apologies for absence.

Chair J Lumley,

Councillors R Dray, R Milne

Also present. Locum Clerk, Cllr Page

Resolved. The committee accepted apologies for absence from J Newport, C Roe, B Smart, Cllrs D Mercer, D Belton Proposed Cllr Lumley and carried unanimously.

PER 44/22 Declaration of members' interests

There were no declarations of interest.

PER 45/22 Public Forum

No members of the public were present to speak on matters relating to this agenda

PER 46/22 Minutes of the previous meeting

Motion. The minutes of the previous meeting are approved as a true record. Proposed Cllr Lumley and carried unanimously.

PER 47/22 Closure of meeting to press and public.

Resolved. In accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 to resolve that, in view of the nature of the business to be discussed, it is in the opinion of the Sub-Committee advisable that the public and press be excluded, and they are instructed to withdraw. Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted during the closed session. Proposed Cllr Lumley and carried unanimously.

PER 48/22 To approve the job specification for a Town Clerk at SCP range 46 -49.

The Clerk reported that following discussions with staff and evaluation of the Council's business needs, it was confirmed that the best staffing structure was as originally proposed; part time clerk to concentrate on strategic and financial management, full time deputy to manage the office and administrative functions. The committee explored the possibility of revising the deputy clerk's job description with a view to taking over the

environment committee but decided that it would be better to leave that role with detailed oversight of all committees.

Resolved. The committee recommends the appointment of a town clerk at SCP range 46 - 49 being LC4 below substantive as a part-time role. Proposed Cllr Lumley and carried unanimously.

PER 49/22 To consider method for recruiting staff.

The committee noted the proposal from Local Government Resource Centre and agreed that their services will be accepted to directly recruit the clerk and advise on the recruitment of the committee clerks. The Clerk's post will be advertised through LGRC and locally with EALC. The committee clerks will be advertised locally through EALC. The Locum was asked to instruct LGRC to start the process and appoint their recruitment specialist to liaise with the personnel committee. When suitable candidates have been identified, the Committee will appoint an interview panel of three members to evaluate the applicants.

Resolved. The committee will advertise the clerk's job through EALC and LGRC with immediate effect. Three personnel committee members will be appointed to the interview panel. Proposed. Cllr Lumley and carried unanimously.

Resolved. The committee will advertise the two committee clerks' job through EALC having taken advice from LGRC on the appropriate format for the application pack. Proposed Cllr Lumley and carried unanimously.

PER 50/22 To review the Parish Basic Allowance for Rayleigh Town Council.

It was noted that this task had been delegated to a working group.

PER 51/22 The meeting was opened to press and public.

PER 52/22 Items for next agenda.

The recruitment process will determine the date and content of the next meeting.

Meeting closed 11.35