



RAYLEIGH TOWN COUNCIL
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Minutes of a meeting of the Personnel Committee.
Held on Monday 31st October 2022
at the Pavilion, King George V Playing Field, Bull Lane, Rayleigh,

PER 53/22 Those present and apologies for absence.

Chair Cllr J Lumley,
Councillors R Dray, C Roe, B Smart, R Milne, D Mercer,
Also present Locum Clerk

Non committee members – none.

Resolved. The council accepts apologies for absence from Cllrs D Belton. J Newport. Proposed Cllr Lumley and carried unanimously.

PER 54/22 Declaration of members' interests

Cllr Lumley declared an interest as District and County Councillor. Cllrs C Roe, Milne and Mercer declared interests as District Councillors

PER 55/22 PUBLIC FORUM

There were no members of the public present.

PER 56/22 Minutes of the previous meeting

Resolved. The minutes of the 30th September committee meeting are approved as a true record. Proposed Cllr Dray seconded Cllr Smart and carried unanimously.

PER 57/22 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 58/22 To approve the recruitment proposal from LGRC

It was noted that the successful candidate would be expected to have CiLCA or achieve it within 18 months. It is now a condition of acceptance to the CiLCA training that the applicant has a minimum of 12 months in post as a local

government officer, so this would be difficult to achieve by a candidate from out-of-sector. The post would permit time-off for study if required.

The committee reviewed the proposal that the Clerk should be a part-time post, considering how this would affect the existing staff, and whether it would make the post more, or less attractive to candidates. On balance, it was agreed that a part-time post would be accessible to more people and would widen the pool of potential candidates.

It was confirmed that the post would be eligible for entry to the Local Government Pension Scheme.

The successful candidate will be expected to have a DBS check as a requirement which would be paid by council.

The advertisement will be open for four weeks from date of publication, closing on 2nd December with interviews on Friday 9th December. The interview panel will be Cllrs Lumley, Dray, Milne.

Resolved. The committee approves publication of job pack for recruitment at 25 hours per week. Proposed Cllr Lumley seconded Cllr Smart and carried unanimously.

PER 59/22 To consider joining the Society of Local Council Clerks at an annual fee of £400

Although the town council has not paid for membership of SLCC to their previous clerks, the advice is that a potential candidate would expect membership to be provided as part of the employment package.

Motion. The Council approves paying for membership of SLCC for the Locum Clerk which will be transferred to the Town Clerk when appointed. With no proposer, the motion fails.

PER 60/22 To approve the job specification for a Deputy Clerk and Communities Committee Clerk.

At an earlier meeting, it was proposed that the Environmental Clerk job should be combined with the Deputy Clerk's role while the Community Clerk job was combined with the Finance Officer role. Neither member of staff expressed any preference, and neither had specialist knowledge that commended them to a specific post. Both agreed that the jobs would require co-ordination of work to such an extent that it was not a significant decision.

Following a discussion about the allocation of committee clerk roles, it was agreed that reversing the committee roles would give a better fit. The Finance Officer would be the Environmental Committee Clerk and the Deputy Clerk would be the Communities Committee Clerk. Both would take responsibility for supervising apprentices.

Resolved. The council approves the job description for Deputy Clerk and Communities Committee Clerk. Proposed Cllr Milne, seconded Cllr Dray and carried unanimously.

PER 61/22 To approve the job specification for a Finance Officer and Environmental Committee Clerk.

It was agreed that the job description would make management of the King George V Trust finances and governance a part of this role.

Resolved. The council approves the job description Proposed Cllr Mercer, seconded Cllr Dray, and carried unanimously.

PER 62/22 To consider method for recruiting staff.

There is no legal requirement to advertise a job, and the council has already identified people with the correct skills; one an employee and the other a contractor working on temporary contract. As the deputy clerk is already employed, the proposal is a change in job description rather than a new role, so would not need to be advertised. The finance officer has been working with the council for many months, and has demonstrated the necessary skills, both can be appointed if the committee decides to do so. There will be no requirement for a probationary period for either appointment.

Resolved. The Deputy Clerk and Communities Committee post will be offered to the current Deputy Clerk. The Finance Officer and Environmental Committee Clerk post will be offered to the current Locum Finance Officer. Proposed Cllr Lumley seconded Cllr Smart and carried unanimously.

PER 63/22 The meeting was opened the meeting to press and public.

PER 64/22 Items for next agenda.

DBS checks for all staff.