



PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee
held in the Town Council Offices, 18 Fort Road, Newhaven,
on **Wednesday 26th June 2019** at **6.30pm**

PRESENT: Councillors Marlene Amy (Chair)
Diane Hall
Paul Boswell
Angela Simmons

ALSO ATTENDING: Councillor James MacCleary
Jacky Main, Clerk to the Council
Chris Rolley, HR Consultant

PE01/19 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Graham Amy.

PE02/19 DECLARATIONS OF INTEREST

There were none.

PE03/19 PETITIONS/PUBLIC QUESTIONS

There were none.

PE04/19 MINUTES

The Minutes of the Meeting held on Tuesday 13th November 2018 were considered.

RESOLVED:

That these Minutes be signed by the Chairman as a true record of the proceedings.

PE05/19 SUPPORT FOR THE RECRUITMENT OF A NEW CLERK

The committee considered the report from the Clerk.

Following discussion, it was

RESOLVED:

To formally confirm approval of the proposal from Chris Rolley and James Corrigan to support the Council in the recruitment of a new Clerk following the retirement of the current post holder.

PE06/19 JOB EVALUATION OF THE POST OF CLERK TO THE COUNCIL

The Committee considered the Job Evaluation carried out by Chris Rolley and James Corrigan.

Following discussion, it was

RESOLVED:

- To agree the Clerk to the Council's salary scale as LC3 substantive (now spinal column points 37-41 £39,782-£43,662) plus any qualification increment entitlements per the NALC/SLCC approved scheme.
- That at such time as the transfer of developed services has been completed from Lewes District Council and/or East Sussex County Council the post should again be job evaluated to ensure the pay grade is appropriate for the responsibilities arising at such time.

PE07/19 PERSON SPECIFICATION AND JOB DESCRIPTION FOR THE ROLE OF CLERK

The Committee considered the draft person specification and job description.

Following discussion, it was

RESOLVED:

To agree the person specification and job description as drafted; the hours to be full time and the salary as agreed under the previous item.

PE08/19 ADVERTISING FOR THE RECRUITMENT

The committee considered a draft advertisement together with a report from Chris Rolley and James Corrigan.

The wording of the advertisement was amended slightly.

RESOLVED:

- With the agreed amendment, to approve the wording of the advertisement
- To progress with the advertising recommended in the report but in the case of NALC only their reduced package.

PE41/18 STAFFING UPDATE

The committee noted the report from the Clerk.

There being no further business, the Meeting closed at 7.30pm.

Date:

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Chairman