

Cowling Parish Council

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**DRAFT MINUTES OF THE MEETING OF COWLING PARISH COUNCIL
STAFFING COMMITTEE HELD Wednesday 22 September 2021 at 6.30pm at
Cowling Crocket Club, Cowling, Keighley BD22 0AY**

Present: Councillor G. Taylor (Chairman), Councillor A Lynch, and Councillor P. Weatherhead

In attendance: Nicola Moorcroft and 2 members of the public

SC 1. Apologies:

1. To note any apologies received

Apologies received from Councillor M Dalby,

2. To approve any reasons for absence submitted for consideration

RESOLVED:

To approve the reasons for absence submitted by Councillor M Dalby

SC2. Declaration of Interests:

2.1. To record any Councillors disclosable pecuniary interests (DPI) in relation to items on this agenda. Councillors are to declare any disclosable pecuniary interests that they may have in items appearing on this agenda (section 30 (3) Localism Act 2011, appendices A and B).

There were none

2.2. To consider any Councillor requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda.

There were none

SC 3. Minutes:

3.1. To approve minutes of the of Cowling Parish Council Staffing Committee meeting held 10 August 2021

RESOLVED:

That the minutes of the ordinary meeting of Cowling Parish Council Staffing Committee held 10 August 2021, be approved as a true and accurate record of that meeting.

Signed: Dated:.....

SC 4. Recruitment of new Clerk/RFO:

4.1 To approve job description for new Clerk/RFO

RESOLVED:

That the job description as circulated prior to this meeting be approved.

4.2 To approve appropriate NJC pay range for Clerk/RFO

RESOLVED:

That the vacant post be advertised at NJC pay scale LC2 substantive (SCP 24-28 = £14.90-£16.75 per hour) dependent upon qualifications and experience.

4.3 To approve wording of advertisement for vacant position of Clerk/RFO

RESOLVED:

That the wording of example advert 2 (as circulated prior to this meeting) be used for advertising the vacant post

4.4 To approve advertising strategy for the vacant post of Clerk/RFO and associated costs

RESOLVED:

That the post be advertised on the following with the following:

- YLCA
- Indeed

RESOLVED:

That a budget of £300 be approved for advertising the vacancy post

4.5 To consider form of application for the vacant post (application form or submission of CV and covering letter)

RESOLVED:

That candidates complete and application form for vacant post (template provided by YLCA).

4.6 To approve a deadline date and time for receipt of applications

RESOLVED:

That the deadline date/time for receipt of applications is 5pm on Friday 22 October 2021

4.7 To consider process and timescales for interviewing prospective candidates.

RESOLVED:

That all applications received be redacted upon receipt.

That a Staffing Committee meeting be convened for the evening of 22 October to consider all applications received

That interviews be conducted by at least two members of the Staffing Committee, in the week commencing Monday 25 October 2021

Two preferred candidates to provide a presentation to Cowling Parish Council on Monday 1 November 2021

Signed: Dated:.....

Cowling Parish Council to consider appointment of preferred candidate after presentations are delivered.

To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item 49/21 (1) and SC 5 only)

RESOLVED:

That the press and public be excluded from the meeting, by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in agenda item SC 5 only

SC 5. Matters related to former Clerk/RFO

5.1 To consider response to letter received from former Clerk/RFO

RESOLVED:

That Cowling Parish Council comply with the advice provided by YLCA regarding final payment to the former clerk.

SC 6. Next meeting:

6.1. To confirm the date, time and venue for the next meeting of Cowling Parish Council Staffing Committee Meeting

RESOLVED

That the next meeting of Cowling Parish Council Staffing Committee be held on Friday 22 October 2021

Meeting closed at 7.30pm