

**COOKHAM PARISH COUNCIL****Minutes of a Meeting of the STAFFING COMMITTEE  
Held in the Community Room on Tuesday 4<sup>th</sup> October 2022, at 6.30pm**

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**PRESENT:** Cllrs C. Aisladie, L. Austin, M. Brar and M. Howard.  
No members of the press or public were present.

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1. **APOLOGIES:**

None

2. **DECLARATION OF INTEREST:**

None.

3. **TO DISCUSS THE RESIGNATION OF THE ASSISTANT CLERK AND AGREE STAFFING NEEDS AND THE RECRUITMENT PROCESS IN LINE WITH THE CPC RECRUITMENT POLICY AND PROCEDURES:**

A copy of the Councils Recruitment Policy and Procedure was included with the supporting papers for the meeting.

- a. **To confirm leaving details for Assistant Clerk:** The Assistant Clerk had resigned at the end of her probation period. Her last day was Monday 12<sup>th</sup> September, but as she had previously booked holiday, her last day at work was Thursday 8<sup>th</sup> September.
- b. **To confirm the steps already taken:**
  - Cllr Howard held an exit interview as it was felt it would be useful to get feedback.
  - Last pay slip and P45 have been sent.
  - Following feedback, the job description was checked to ensure it reflected the role. It was amended to add a line regarding driving and having access to a vehicle and to highlight that a confident working knowledge of word and excel was important.
  - The role name had been amended to Administration Clerk to reflect the administration duties and improve online job searches.
  - The role has been advertised in the Maidenhead Advertiser (2 week), their jobs website (28 days), and Bucks Free Press and Marlow Free Press for 4 weeks and online for 28 days. It has been added to the CPC noticeboards, website and will be added to Facebook.
- c. **To ratify the spend of £658.32 (ex VAT) to Bayliss Media and £782.00 (ex VAT) to Newsquest (Bucks and Marlow Free Press) for recruitment adverts:**  
These payments were ratified unanimously.
- d. **To confirm the job parameters, including hours and pay scale:**  
It was agreed that the Assistant Clerk role will be for 25 hours a week, Monday to Friday 8.30am to 1.30pm with the requirement to cover the Clerk at evening meetings when necessary. Time off in lieu will be given for evening cover. The role will be offered at SPC 7 FTE £20,444, £10.63 per hour. This was unanimously approved.
- e. **To confirm the recruitment panel to review applications, short list and interview:**  
The closing date for the role is 30<sup>th</sup> October. Applicants CV's will be forwarded to all members of the Staffing Committee w/c 31<sup>st</sup> October and the members are asked to review these and confirm whether the applicant will be asked to come for an interview.

The interviews will be conducted by the Clerk, Cllr C. Aisladie and Cllr Howard. They will provisionally be held on Wednesday 9<sup>th</sup> November with a backup day of Thursday 10<sup>th</sup>. A short IT test to include both Word and Excel, will be held after the interview.

f. **To discuss the offer process:**

The Clerk asked that a Cllr take the responsibility for completing the necessary paperwork including, the Offer Letter, completing the Contract of Employment, supply of the Employers Handbook and covering letter plus applying for references and checking right to work status. This was agreed.

4. **TO CONSIDER TEMPORARY STAFFING NEEDS DURING THE PROCESS OF RECRUITMENT:**

The Clerk had been given the name of someone, recommended by the Internal Auditor, who would be able to help on a temporary basis at a rate of £20-25 per hour.

Cllr Aisladie had contacted a temping agency to get a comparison cost, this had been between £21 to £25 per hour and it was noted that this would be for someone unlikely to have Parish Council knowledge, the cost of agency sign on fees was unknown at this stage.

Cllrs unanimously approved a proposal to offer based on £20 per hour for 10 – 15 hours a week. Invoices will be submitted for work undertaken as this is a temporary role. A 'Terms of Temporary Support' Agreement will be used.

5. **TO CONSIDER THE CLERKS HOLIDAY ENTITLEMENT AND POSSIBLE TIME OFF IN LIEU REQUIREMENTS:**

Due to staffing issues this year, it has been hard for the Clerk to take leave. The Clerk brought this to the attention of Cllrs as there may be a need to carry over some leave at the end of this holiday year at the end of March 2023. The Clerk has 25 days leave plus 7 carry over days from the 21/22 holiday year, she has taken 7 days so far this year.

6. **TO ACKNOWLEDGE THE ONGOING LOCAL GOVERNMENT PAY CLAIM 2022/23:**

There are ongoing discussions regarding the National Employers pay award for the current year. The proposals have been put to the Unions. UNISON have accepted the offer, Unite and GMB are still in consultation with their members, with their results being know later in October. The offer is: £1,925 increase on all NJC pay points from 1<sup>st</sup> April 2022, an increase of 1 days leave from 1<sup>st</sup> April 2023 and deletion of pay point 1 from the spine. Consideration for this needs to be made in next year's budget if the award is accepted.

**The meeting closed at 7.15pm**