

Minutes of the Human Resources Committee
Calne Without Parish Council
Zoom
Wednesday 14th April 2021 7.30pm

Human Resources Committee

Present (P): Apologies (A): Did Not Attend (X)

Ed Jones Chairman	P	Jim Cook	P
Ricard French	P	Ioan Rees	P
Keith Robbins	P		

1 Apologies

None

2 Public participation

None.

3 Declarations of Interest

None.

4 Minutes

Proposed: Cllr Cook

Seconded: Cllr French

Agreed: That the Committee approve the Minutes of the meeting held on 19th February 2020 as a true and fair reflection of the motions agreed by the Committee and the discussions that took place and that these be signed by the Chairman as such.

5 Appointment of a New Clerk/RFO

Cllrs discussed the details for the job description and advertising for the new Clerk/RFO, including pay scale, hours and responsibilities. Website content management, reference to delegated powers and internet banking to be added to the job specification. Cllrs also agreed an advertising schedule and adverts to be placed and the application form to be used. Cllr also considered and approved the application of a locum Clerk.

Proposed Cllr Cook

Seconded Cllr Rees

Agreed

- 1. That the Council apply for a locum Clerk to cover the period between the current Clerk leaving and a new Clerk being appointed.**
- 2. That the post of Clerk /RFO be advertised at 13 hours a week, paid on NALC National Salary award 2020-21 scale 7 to 12 pro rata, according to experience. Advert to be placed for 2 weeks in the Gazette and Herald with a closing date of 21st May interviews to be held in the first 2 weeks of June. Advert also to be on the Council website and noticeboards, InSPIRE and Villages Magazines.**

Meeting finished at 8.35pm