

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Monday the 15th July 2024 at 7.00 pm.

Present: Cllr Burnett, Cllr Edmunds, Cllr Kelsey.

In Attendance: Lynn Clarke, Parish Clerk.

S14/24 Apologies

Cllr Harwood.

S15/24 Declarations of Interest

None.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

S16/24 To adopt the minutes of the Staffing Committee Meeting held on the 20th June 2024.

It was **Resolved** to adopt the minutes with one amendment to S3/24 an f was missing from the word Staffing. All present in favour

S17/24 Matters arising from the last meeting.

- The Contract for Litter Picking has been accepted.
- Knapsack Sprayer Purchased.
- Litter Pick Trolley Purchased.
- Letter to Cllrs drafted.
- Contingency plan started.

S18/24 To receive notification of a resignation.

The resignation from the Senior Office Administrator was presented to members. The reasons for the resignation were noted by the Staffing Committee.

S19/24 To consider the creation of an additional Office Administrator position.

This was discussed at length, and it was agreed that the workload is difficult to manage for two part time staff and work is being rushed to meet deadlines.

It was **Resolved** to create a new Admin Assistant Role for 12 hours per week to help ease the workload. All present in favour.

S20/24 To approve the cost of advertising the positions within the Council Office.

Quotes for two weeks of advertising were presented to the Council. It was **Resolved** to advertise both positions for 3 weeks with Indeed and to advertise on Linked In, Facebook, Next door, CALC, NALC and the SLCC. Any further costs to be incurred in the advertisements for this position are to be agreed via email. All Present in favour.

S21/24 To approve the job descriptions and to set a deadline for applications.

It was **Resolved** to approve the content of the job description with a few amendments, the short descriptions to be reviewed and agreed via email. The Deadline for applications will be Friday the 9th of August. All present in favour.

S22/24 To agree a date for reviewing the applications.

It was **Resolved** for applications to be reviewed by Cllrs following completion of the practical assessment. All present in favour.

S23/24 To agree the interview process and a date for undertaking interviews.

It was **Resolved** to approve practical assessments that suit both roles and to undertake the majority of the interviews week commencing the 12th and the 19th of August. Some interviews may be undertaken prior to this time if the committee deem it appropriate. All present in favour.

S24/24 To agree who will sit on the interview panel.

It was **Resolved** for the Chair, Vice Chair of the Staffing Committee and Clerk to sit on the panel. All present in favour.

S25/24 To consider amendments to the Committees Standing Orders.

Deferred – Agenda Item should have read Terms of Reference.

There being no other business the Chair closed the meeting at 8.05 pm.

Signed.....Date.....

Chair of the Staffing and GDPR Committee Meeting.