



LOGGERHEADS PARISH COUNCIL

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PERSONNEL COMMITTEE MINUTES OF MEETING HELD ON TUESDAY 17th August 2021 AT 7PM BY ZOOM

1. PRESENT

J Hodgkins	S Fox
G Sedgley	J Vallings
A Swetman	E Martin
H Roberts	R Salmons

2. APOLOGIES

L Gibson

3. CLERKS JOB DESCRIPTION & PERSON SPECIFICATION

The NALC standard job description was agreed for use. The person specification was amended to include an additional desirable characteristic of “knowledge of local area”; remove time limits for obtaining Clerk specific courses/qualification; move knowledge of planning legislation to desirable.

4. PAY SCALE & HOURS

Hours of work were confirmed at 100 hours per month. Pay scale confirmed as Pay scale LC2, points 18-23 (£24,982-£27,741 pro rata)

5. ADVERT

Advert agreed to go in Staffordshire Parish Council Association bulletin, on Council Facebook and in Community Newsletter. Cllr Sedgley proposed an editorial in the Advertiser to run the story that Clerk is retiring and replacement needed. Shropshire Star on-line advert is £150+VAT for 28 days. It was agreed that advert should go in The Sentinel. Budget of £500 to cover advertising proposed by Cllr Swetman, seconded by Cllr Martin and agreed by meeting to be presented to next Finance Committee. Adverts placed with closing date for applications Friday 17th September.

6. SHORTLIST/INTERVIEW

It was proposed that 3 Councillors undertake short-listing and interview, plus the Clerk to attend both as an observer. Cllrs Sedgley, Swetman and Gibson were nominated and agreed. Venue and dates to be determined.