

Paulton Parish Council

Minutes of the meeting of the Staffing Committee held on Monday 16th July 2018 starting at 1pm in the Meeting Room at the Village Hall

Present: Councillors L Hardman, A Lyons (Chairman), S Long, P McSherry and M Stevens.
Also Present: Jo Swift (Clerk)

86. APOLOGIES FOR ABSENCE

There were none.

87. DECLARATIONS OF INTEREST

There were none.

88. CONFIRMATION OF MINUTES

Resolved – that the minutes of the meeting held on 26th June 2018 were confirmed as a true record and signed by the Chairman.

89. EXCLUSION OF PRESS AND PUBLIC

Resolved – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to progress staffing matters.

90. ADMIN ASSISTANT RECRUITMENT

- (i) **Resolved** – that the request for a change in hours from a member of the admin team was approved.
- (ii) **Recommended** – that the following hours are to be approved by the full Council. The increase of 5 hours is to provide admin support for the takeover of Paulton Hub and that a fixed term contract from 1st September 2018 to 31st March 2019 is produced for the existing admin assistant.

	<u>AM (9am to 1pm)</u>	<u>PM (1pm to 5pm)</u>
Monday	Lisa	New person
Tuesday	New person and Fiona (until 2pm)	Linda
Wednesday	Lisa	Linda
Thursday	Linda	New person
Friday	Lisa and new person	Closed

Lisa – 12 hours

Linda – 12 hours

Fiona – 5 hours

New person – 12 hours

Total = 41 hours an increase of 5 hours

(iii) **Resolved that:**

- The Job Description and Personal Specification are approved with the agreed amendments.
- That the post will be advertised on Indeed.Com, in The Journal and in the Job Centre.

- That the Timeline is agreed and the interview date will be Thursday 27th September 2018, interviews will be done by the Clerk and 2 Councillors from the Staffing Committee.

Signed Chair.....Date.....