

BRIDGWATER TOWN COUNCIL

Staffing Sub-Committee

28 June 2018 @ 10.00am

Present: Cllrs Mick Lerry (Chair), Peter Johnstone, Adrian Moore and Town Clerk

Apologies: Cllrs Pearce and Smedley

Minutes

1. Town Clerk and RFO post: Following on from the actions taken to implement the decisions and recommendations of the previous meetings Cllr Lerry reviewed the current situation as a result of the decision by the applicant offered the post to decline.

Options to take the position forward were outlined with a view to broadening the appeal or scope of interest. This included the hours advertised, the salary scale and incremental increases based on the 2018/20 NJC pay proposals and widening the advertising approach.

Those present re-examined the responsibilities and duties of the post and accepted that the wide ranging role of Town Clerk and RFO (Responsible Financial Officer) essentially incorporated responsibility for Finance. The updated job description and previous advert and pack of information available was confirmed.

Those members present agreed that the terms and conditions should be changed, regarding hours to full-time at 37.5 and that the post should be placed on point 45 of the NJC Scale Point, at £40,858 for 2018/19. Increments would be offered going forward as experience of the duties enhanced. Automatic enrolment to the Pension scheme would also apply.

It was also confirmed that the Staffing Sub-Committee would be both the short listing Panel and interviewing Panel, and that both Panels would also include the Leader & Deputy Leader and Town Clerk.

The Sub-Committee also discussed possible alternative arrangements in the event that the re-advertisement proved unsuccessful.

Recommendation:

That Bridgwater Town Council accept the above suggestions and action points in relation to the post of Town Clerk and RFO;

And Resolved: To re-advertise in the week of 02/07/18 inviting applications by close of play on 23/07/18 with interviews planned for week commencing 30/07/18 (Tuesday 31/07/18 or Friday 03/08/18); and to explore widening the scope of advertising utilising previous outlets together with Chamber of Trade and agencies.

Chair of Staffing Sub-Committee.

Finished 10.45am