



Agenda

STURRY PARISH COUNCIL

Chairman of the council
Ann Davies
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Kent CT2 0BD

To: the members of Sturry Parish Council Staffing Committee

I hereby summon you to attend a meeting of Sturry Parish Council's staffing Committee to be held on Monday 18th July 2022 at **19.00 at Sturry Parish Office** for the transaction of the business described in the following agenda.

This meeting is to be held with the exclusion of staff, the press & general public pursuant of section 1 of the Public Bodies (Admission to Meetings) Act 1960

A rectangular box containing a handwritten signature in black ink, which appears to read 'Ann Davies'.

Ann Davies
Chairman

AGENDA

SC40. Election of Chairman of Planning Committee

SC41. Apologies for absence

SC42. Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests on any agenda items and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home.

SC43. Approval of the minutes of Staffing Committee meeting held on 15th June 2022

SC44. Matters arising from the minutes of the Staffing Committee held 15th June 2022

SC45. To agree on Terms of Reference for Staffing Committee for approval by the Council

SC46. To discuss and decide on action to be taken by the Staffing Committee on issues relating to staff, data protection and access to information held by the council on computer.

SC47. Recruitment of new Cemetery Administrator and Office Assistant

1. To Decide on :

- a. Details of post:
- b. job title
- c. hours of work
- d. pay (do we want all staff to go onto NJC payscale)
- e. contract
- f. job description

2. Recruitment process and timetable

- a. Prepare application form
- b. Advertising – wording of advertisement and placing of advertisements
- c. Shortlisting – confidentiality, criteria and scoring
- d. Interviews – approx. dates, interview questions and scoring criteria
- e. Recommendations to the council

SC48. To consider and make a recommendation to the council on the employment of an HR professional to assist with bringing employment documentation up to date and a review of employment contracts.

SC49. Confidential

- To consider and decide on allowing the clerk additional paid hours as overtime, at the existing rate of pay up to a maximum of 37 hours per week until a new assistant has been employed.
(Will need to have the authority to vary staff working hours to cover staff absences/emergencies added to the Staffing Committee ToR)

SC 50. Next meeting (date or stages in SC46 and SC47)