

Thornton le Dale Parish Council

STAFFING & RECRUITING COMMITTEE

Minutes of the Staffing and Recruiting Committee Meeting Held At 3.00 P.M. On Thursday 23rd November 2023 at TLD Hill Institute, Maltongate, Thornton le Dale YO18 7RR

Present: Cllr Garbutt (Chair); Cllr Green; Cllr Balderson.

In Attendance :

Minute Taker June Goodson-Moore & Members of the public.

Formal council meeting commencement at [15.00hrs](#).

The Chair, Cllr Garbutt, explained that a Minute Taker, June Goodson-Moore, had volunteered to take the minutes of this meeting and that there is no Proper Officer/trained clerk in attendance. Cllr Garbutt proposed that the Staffing and Recruiting Committee accept that this Minute Taker minutes this meeting. This was seconded by Cr Balderson.

Resolved: The Staffing and Recruiting Committee voted 3 in favour.

A member of the public interrupted the start of the meeting and as the meeting had not formally started, he was allowed to speak. He stating the meeting was illegal, the Finance meeting was illegal and the Parish Council Extraordinary meeting had been illegal. The Chair, Cllr Garbutt, said there is no public session at this meeting and the meeting was properly called and in the public domain. He thanked the member of the public and proceeded with the meeting. The meeting recommenced at [15.04 hrs](#).

Agenda items

1. Information Pack to applicants of Permanent RFO/Clerk

Cllr Garbutt described the information pack that included a draft letter outlining the Council role, role of clerk and background to Thornton Le Dale. The YLCA website provided the templates for the recruitment documentation. The Committee discussed the job description and removed point 18 which was not a requirement. The Committee discussed the person specification.

Cllr Garbutt had the latest NALC recommended salary range of LC2 points 18 to 28, the point paid being relevant to the applicant's skills and experience.

Cr Garbutt then moved on to the application form using template from YLCA. With slight amendments Cllr Garbutt offered to be the contact for applicants.

Cllr Green proposed to accept the Information Pack in total with the amendments. This was seconded by Cllr Balderson.

Resolved: The Staffing and Recruiting Committee **voted 3 in favour** to **Approve** the information pack in total with Cllr Garbutt as the contact.

2. Job Vacancy Advert.

The draft advert was discussed, and Cllr Garbutt referred to the NALC salary information confirming the salary range of LC2 points 18 to 28 would be added to the advert. Cllr Garbutt proposed to accept the recommended LC2 role range salary pro rata to 12 hours working.

Cllr Green proposed to accept the job vacancy advert as discussed. Cllr Garbutt seconded.

Resolved: The Staffing & Recruitment Committee **voted 3 in favour** to **Approve** the advert and salary range.

3. Appointment Process

Cr Garbutt proposed dates for the appointment process. Advertise on 24 November with deadline of 15 December, midnight, and interviews early January 2024. The advert would appear on the YLCA website (small fee) and locally in our geographic communities.

Cllr Garbutt proposed the Staffing and Recruiting Committee meet after the closing date to review applications. This would be a closed meeting, with 3-day notification, due to confidential issues being discussed. Thursday 21 December was proposed for shortlisting with the full Council involved in the recruitment of a clerk in January. This recommendation would be taken to the 5 December full Council meeting. Cr Green proposed to accept the appointment process as discussed. This was seconded by Cllr Balderson.

Resolved: The Staffing and Recruiting Committee **voted 3 in favour** to **Approve** the appointment process as discussed.

Meeting closed at 3.35 pm

Chairman of Staffing and Recruiting Committee, Cllr John Garbutt