

MINUTES OF THE MEETING OF THE OAKHAM TOWN COUNCIL STAFFING COMMITTEE HELD AT THE TOWN COUNCIL OFFICES ON THURSDAY 18TH MAY 2017

PRESENT:

Cllrs Adam Lowe, Michael Haley, Anne Skipworth

20/17 ELECTION OF CHAIRMAN

It was proposed by Cllr Adam Lowe, seconded by Cllr Anne Skipworth and unanimously resolved that Cllr Michael Haley be elected Chairman of the Committee for the forthcoming municipal year

21/17 APOLOGIES – Standing Order 1(u)

- (i) Apologies for absence were received from Cllr Richard Haynes
- (ii) It was proposed by Cllr Adam Lowe, seconded by Cllr Michael Haley and unanimously resolved to accept the apology from Cllr Richard Haynes to accept the apology due to a prior commitment

22/17 DECLARATIONS OF INTEREST

- (i) None declared
- (ii) No other interests were declared

23/17 ELECTION OF VICE CHAIRMAN

It was proposed by Cllr Adam Lowe, seconded by Cllr Michael Haley and unanimously resolved that Cllr Anne Skipworth be elected Vice Chairman of the Committee for the forthcoming municipal year

24/17 MINUTES – (*Appendix A*)

It was proposed by Cllr Adam Lowe, seconded by Cllr Michael Haley and resolved with 2 votes for and 1 abstention that the minutes of the meeting of the Staffing Committee held on Monday 24th April 2017 be signed by the Chairman as a true record of that meeting

25/17 DEPUTATIONS BY THE PUBLIC

None

26/17 STAFF VACANCY

Following considerable discussion it was proposed by Cllr Michael Haley, seconded by Cllr Adam Lowe and unanimously resolved that the following recommendations be put to the Council for approval:

An excellent opportunity has arisen for an Office Assistant to join our team based in Oakham, Rutland. The hours of work are 18 hours per week

In return, we offer a competitive salary in line with the Local Government pay scales, subject to experience and qualifications, xx day's holiday (pro rata) plus bank holidays

The role of the Office Assistant is to support the Clerk to the Council and Town Mayor

Further details and job description can be found on ww.oakhamtowncouncil.gov.uk
Applicants should apply with a full CV together with a covering letter to

Clerk to the Council, Oakham Town Council, Victoria Hall, 39 High Street, Oakham,
Rutland LE15 6AH. enquiries@oakhamtowncouncil.gov.uk

Closing date 16th June 2017

(i) The process would involve:

- the position would be advertised in the Rutland Times, Councils website and Jobcentre online
- job description available via the Councils website or from the office
- applicants should apply with a full CV together with a covering letter
- the interview panel would consist of the Staffing Committee and the Clerk
- the closing date for applications would be 16th June 2017
- interviews would be conducted week commencing 19th June 2017

27/12 METHODOLOGY FOR HR SUPPORT

It was proposed by Cllr Michael Haley, seconded by Cllr Anne Skipworth and unanimously resolved that the Chairman would procedure a for report for Councils consideration

28/12 EXEMPT ITEMS

- (i) It was proposed by Cllr Michael Haley, seconded by Cllr Adam Lowe and unanimously resolved to exclude the Public and Press during consideration of Items 10 and 11 on the agenda, under Section 100 (2) of the Local Government Act 1972, as amended due to the confidential nature of the matters to be discussed
- (ii) It was proposed by Cllr Michael Haley, seconded by Cllr Adam Lowe and unanimously resolved that members of the Council who are not members of the Committee should not remain during consideration of items 10 and 11 on the agenda

29/12 COUNCIL PROTOCOL FOR PROTECTING AND SUPPORTING EMPLOYEES

It was proposed by Cllr Adam Lowe, seconded by Cllr Anne Skipworth and unanimously resolved to continue with existing policy

30/12 MR MALCOLM PLUMB

Following discussions it was proposed by Cllr Adam Lowe, seconded by Cllr Anne Skipworth and unanimously resolved that Mr Malcolm Plumb's role changes from Locum Clerk to Consultant and to carry out the following duties:

- completion of External Audit
- completion of bank mandates
- Neighbourhood Grant Application
- public interface
- mentoring of the Clerk

There being no further business the Chairman closed the meeting at 20.45pm

Chairman
18th September 2017