



PATELEY BRIDGE TOWN COUNCIL

The Council Chamber, King Street
Pateley Bridge, HG3 5LE

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**MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 25TH APRIL
2022 IN THE COUNCIL CHAMBER**

Start: 5.15pm
End: 6:00pm

**Present: Councillor Lumley (Chair), Councillor Holt, Councillor Jefferson, and
Councillor Skaife**

In attendance: Laura Jowett, Town Clerk

2122/01 To accept apologies

None, all were present.

2122/02 Councillors' Declarations of Interest and Consideration of Dispensations

None

**2122/03 To resolve that members of the press and public be excluded from items
2021/79 under the provisions of the Public Bodies (Admission to Meetings Act
1960 s1(2)) during consideration of items of a confidential nature.**

No members of the public were present.

2122/04 Resignation of Town Clerk

a) To note the resignation of the Town Clerk.

Noted

**b) To consider arrangements for recruitment, including advertising the vacancy,
reviewing the job description and person specification and agreeing dates for
interviews**

The advert, job description and person specification were reviewed. The Committee agreed to advertise that the position is for 60 hours per month but that there is the possibility of extra hours when required by agreement with the Council.

Resolved to advertise the vacancy with YLCA (for the cost of £15), on the Council's website, Facebook page and notice boards from Tuesday 26th April. The closing date will be Tuesday 17th May at 4pm and interviews will be held early evening on Tuesday 24th May.

In order to streamline the recruitment process the HR Committee **resolved** to recommend an amendment to the terms of reference to enable the Committee to make an offer following the interviews and to have the recommendation ratified at the next Full Council meeting.

c) To receive information and consider appointing a locum

The committee received information from the Society for Local Council Clerks regarding their locum service. The cost would be in the region of £25 - £40 per hour and this includes all employment related costs of a locum clerk. The HR Committee acknowledged that these services may be required and agreed that the form be completed so it is ready to submit to the SLCC if necessary. This will be considered when the successful applicants notice period is known.

The Committee agreed to approach local clerks to enquire if they would have any availability to provide clerking services on a temporary basis.

d) To consider a payment in lieu of leave.

The Clerk carried forward 15 hours of annual leave from 2021-2022 and will have accrued 16 hours from 01/04/22 to 18/06/22. As there will be limited opportunity to take leave, the HR Committee **resolved** to recommend to the Council that payment is made for these hours with the final salary payment.

The HR Committee acknowledge that the current clerk may be required to work additional hours in the period before leaving and **resolved** to recommend to the Council that additional hours be agreed in consultation with the Mayor, if required.

e) To consider any recommendation to be made to the full council as necessary.

Resolved to make the following recommendations:

- i. To consider additional hours for the new clerk as required.
- ii. To approve the cost of £15 for advertising the vacancy with YLCA.
- iii. To make an amendment to the HR Committee terms of reference to state that 'The HR Committee has delegated responsibility for the recruitment process including interviewing candidates and making a formal job offer. A recommendation will be submitted to Full Council to ratify the appointment of the Town Clerk/RFO'.
- iv. To consider approving costs associated with appointing a locum clerk if required.
- v. To make payment in lieu of leave with the current clerks final salary payment.
- vi. To agree that additional hours may be worked in June, to be agreed in consultation with the Mayor.

2122/05 To review the Contract of Employment and Statement of Particulars

The HR Committee reviewed the contract of employment and **resolved** to recommend that the notice period be increased to 3 months.

2122/06 Dates of next meetings

The next meeting will be held at 5pm on Wednesday 18th May to sift applications and shortlist candidates for interview and to consider arrangements for interviews.