



NANTWICH TOWN COUNCIL

Nantwich Civic Hall, Market Street, Nantwich, CW5 5DG.

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MINUTES OF THE STAFFING COMMITTEE held on 28 MARCH 2019

Present - Councillor Moran (Chair), and Councillors Bartram, Bostock, Bowyer-Bates, Butterill, Lewis, Kirkham, Marren, Martin, together with David Thomas (Facilities Manager) and the Town Clerk.

PART 1

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Groves, Hall and Staley.

2 DECLARATIONS OF INTEREST:

None.

3 MINUTES OF THE STAFFING COMMITTEE MEETING OF 4 SEPTEMBER 2017

The Minutes of 4 September 2017 were approved as a correct record and signed by the Chair.

PART 2

4 EXCLUSION OF PRESS AND PUBLIC.

Committee **RESOLVED** to exclude Press and public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 as personal and financial details of individuals are likely to be discussed.

5 RESIGNATION OF TOWN CLERK

Committee received the resignation of the Town Clerk. The Clerk had notified the Mayor, Councillor Marren and the Chair of Staffing, Councillor Moran, in a letter dated 14 March 2019 prior to the publication of the Staffing agenda.

6 APPOINTMENT OF NEW TOWN CLERK

- ***The appointment programme including meeting dates***

Committee received a draft of the proposed programme for the appointment of a new Town Clerk. The present Clerk's last Council meeting will be 11 July. Due to the summer recess the next Council meeting will be 6 September 2019.

- ***Eligibility of candidates***

Before considering the draft job description and person specification, Committee discussed the minute passed by Council in September 2014, which restricts job applications from former Cheshire East employees. Committee considered this minute is no longer of value and may restrict the range of candidates for the post. Committee **RESOLVED** to recommend to Council that part of minute 110 of Council meeting held on 13th January 2014 referring to applications from Cheshire East employees be rescinded.

- ***Job description***

Committee considered a draft job description for the post. The former description has been updated to reflect the additional responsibilities and duties following the transfer of premises and services from Cheshire East. The salary scale for the post reflects the responsibilities identified by NALC for a profile 3 Council. Committee **RESOLVED** to approve the job description.

- ***Person Specification***

Committee considered a draft person specification for the post. Committee noted that living locally was an advantage for attending events and agreed that this should be retained as a desirable requirement. Committee **RESOLVED** to approve the person specification.

- ***Advertisement***

The Clerk was asked to re-write the advertisement to highlight the need for relevant experience and a commitment to public service.

Committee **RESOLVED** to advertise the post through the following

Society of Local Councils Clerks web site for 3 weeks at cost of £294

CHALC web site – free of charge

Nantwich Town Council web site

Cheshire East and Chester West and Chester web sites

Noticeboards

7 DATE OF THE NEXT MEETING – To be advised.