Lubbesthorpe Parish Council

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# Staffing Committee Meeting

# Venue: The Hub, Tay Road. Lubbesthorpe

**Meeting Time:** 6.30pm Monday 26th June 2023.

**Draft minutes**

1. To agree on a Chairman for the Staffing Committee

Decision: The Council agree that Cllr Tomeo will be the chairman for the staffing committee

1. Apologies for Absence.

Decision: Apologies were received and accepted from Cllrs Ashmore, Hextall and Saunders.

1. Declarations of Interest.

None

1. To Agree Terms of Reference for the committee

Decision: The council approve the Terms Of Reference (TOR) with some minor amendments.

1. To discuss the employment of another member of staff. Discussing the following though not limited to:

The Council discussed the following and agreed on the contents of these documents

* Job Advert
* Personal specification
* Application form
	1. Job Title - Administration Assistant
	2. Hours - 30 per month
	3. Pay - NALC SPC 1-4, £10.53 - £11.01 depending on experience.
	4. Personal specification – Agreed
	5. Application form - Agreed
	6. Job Advert - Agreed, this will include the job description and location.
	7. Contract - Agreed
	8. Equipment required - Laptop, printer, phone.
	9. Closing date - 5pm 21st July 2023 with Staffing Committee taking place on Monday 24th July.
	10. Interview date - Interviews will take place week commencing 31st July 2023
	11. Who will interview - The council agreed that the interviews will take place in person. Those attending will be Cllr Tomeo or Cllr Powell whoever is available, Cllr Harvey and Lisa Sly the Clerk.
	12. Interview questions - these will be confirmed at the staffing meeting on the 24th July and may include a practical test.
	13. Where to advertise - Parish Council Noticeboard, School, in the Hub, online, LFE Library, Blaby District council.
1. Member’s exchange.

None

Meeting closed at 8.30pm