

Earnley Parish Council Employment Committee

Minutes of the meeting of Earnley Parish Council Employment Committee held on 21st October 2024, which commenced at 19.17pm at Bracklesham Barn, Beech Avenue, Bracklesham.

PRESENT: Cllrs Robert Carey (Chairman), John Stant, Dougie MacDonald, and John Williams.

In attendance: Louise Chater (Clerk).

EC13.24 PUBLIC QUESTION TIME

None.

EC14.24 APOLOGIES AND REASONS FOR ABSENCE

None.

EC15.24 CODE OF CONDUCT

1. Declarations of Interest on items included on the agenda - none.
2. Dispensation requests -none

From this point forward the Chairman resolved to close the meeting to the public.

EC16.24 REVIEW THE INTERVIEW EVALUATION FORMS COMPLETED BY THE INTERVIEW PANEL

The Chairman, Cllr. John Stant and the Clerk gave a verbal review of the interview process and the skills test results and presented the completed interview evaluation form for the members consideration.

EC17.24 PROVIDE THE CLERK WITH INSTRUCTION ON THE APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

On a proposal by the Chairman, it was RESOLVED to offer the position of Clerk and Responsible Financial Officer to Karen Jannece. This post is subject to a satisfactory six-month probation period.

EC18.24 PROVIDE CLERK WITH INSTRUCTIONS TO OBTAIN WRITTEN REFERENCE.

On a proposal by Cllr. MacDonald, it was RESOLVED to instruct the Clerk to obtain written references for Karen Jannece, where possible.

EC19.24 REVIEW MODEL EMPLOYMENT CONTRACT AND SET PAY SCALE FOR POST.

On a proposal by the Chairman, it was RESOLVED to set the salary scale at point 24 for 10 hours per week. It was noted that the national pay review for the current financial year had not been agreed, and the role would be subject to back pay once the settlement had been agreed at a national level.

The holiday entitlement would be set at 23 days plus bank holidays and 2 additional statutory days.

The probation period would be set at six months.

The normal place of work would be at her home.

It was agreed to request a start date of Monday 4th November.

Continued employment shall be conditional upon completing The Introduction to Local Council Administration (ILCA) and The Financial Introduction to Local Council Administration (FILCA), within 12 months.

On a proposal by Cllr. MacDonald, it was RESOLVED that if Karen Jannece declined the position and post offer negotiations were not successful the post would be re-advertised.

There being no further business the meeting closed at 19.56pm

Signed: _____ Chairman Earnley Parish Council Employment
Committee

Dated: _____