

## Swaffham Town Council – HR & Governance Committee

Minutes of emergency meeting on Thursday 10<sup>th</sup> February 2022 at 12.30pm in the Council Chamber at the Town Hall, Swaffham (to be ratified at the next HR Committee meeting, as 3-days' notice unable to be given).

In attendance: Cllr W. Bensley (in the Chair)

Cllr G. Edwards, Cllr J. Anscombe, Cllr S. Bell and Cllr C. Houghton.

Mr. R. Bishop (Town Clerk)

The meeting was called by the Chair of HR following the receipt of the resignation of the Deputy Clerk Claire Smith, who would be leaving the Council on 23<sup>rd</sup> March, but with holiday or TOIL due would have her last day at work on 16<sup>th</sup> March. The Deputy Clerk had offered to make her last day at work 31<sup>st</sup> March, and therefore postpone her last day at work until 23<sup>rd</sup> March.

**It was agreed to take up the offer of an additional week working up to 23<sup>rd</sup> March and to further offer to pay holiday pay at the leaving date of 31<sup>st</sup> March, if she would consider working up until that date, as this would help reduce the gap caused by the recruitment process.**

There was general discussion on a sequence of recruitment, that was amended from the decisions taken earlier in the week on Monday 7<sup>th</sup> February 2022; as the circumstances had somewhat changed by the resignation of the Deputy Clerk. It was proposed to offer to delay the impending retirement of the Receptionist planned for 31<sup>st</sup> March 2022, by offering two days a week on a fixed term contract for one year to 31<sup>st</sup> March 2023. This would be coupled with a similar offer of a fixed term contract for the Admin Assistant of one and a half days (hours currently worked), again for one year to 31<sup>st</sup> March 2023. To recruit a full time Deputy Clerk and to use a Locum Clerk to fill the void following the 31<sup>st</sup> March when the current Deputy Clerk leaves, and the date when the new Deputy can start.

**It was unanimously agreed to offer to delay the impending retirement of the Receptionist planned for 31<sup>st</sup> March 2022, by offering two days a week on a fixed term contract for one year to 31<sup>st</sup> March 2023. This would be coupled with a similar offer of a fixed term contract for the Admin Assistant of one and a half days (hours currently worked), again for one year to 31<sup>st</sup> March 2023. To recruit a full time Deputy Clerk and to use a Locum Clerk to fill the void following the 31<sup>st</sup> March when the current Deputy Clerk leaves, and the date when the new Deputy can start.**

The possibility of the Receptionist or the Admin Assistant not taking up the offer of a one-year fixed term contract was then discussed. It was proposed that if either could not or did not want to take up the offer of a one-year fixed term contract, then the decision to recruit an Admin Officer at 24 hours per week taken on Monday 7<sup>th</sup> February would remain as the alternative. To make the offer to existing staff in the knowledge that an Apprentice Communications, Marketing and Events Administrator was starting work on 28<sup>th</sup> February, would provide more stability in the short term and then work towards implementing the previously agreed new office staff structure over a longer timescale.

**It was unanimously agreed that if either could not or did not want to take up the offer of a one-year fixed term contract, then the decision to recruit an Admin Officer at 24 hours per week taken on Monday 7<sup>th</sup> February would remain as the alternative.**

The advertising of the Deputy Clerk post was discussed, and it was proposed to advertise in the 'Indeed' recruiting journal and use journal routes at SLCC and NALC as well as our own website and social media. It was further proposed to include within the advert "impending retirement of the Town Clerk planned for July 2023".

**It was unanimously agreed to advertise in the 'Indeed' recruiting journal and use journal routes at SLCC and NALC as well as our own website and social media. It was further proposed to include within the advert "impending retirement of the Town Clerk planned for July 2023".**

The Clerk would circulate draft details for approval ASAP, following discussion with the relevant members of staff.

Meeting closed at 1.25pm