



Minutes of the meeting of the Staffing Committee held on Monday 7th June 2021 in the Council Chamber, Corby Cube.

PRESENT:

Cllr Leanne Buckingham Cllr A Dalziel Cllr M Keane Cllr M Pengelly
Cllr M Reuby

Also present: L Carter (Interim Town Clerk)

16/21 ELECTION OF CHAIRMAN.

Cllr Matt Keane was nominated as Chairman by Cllr L Buckingham, seconded by Cllr A Dalziel and duly **ELECTED**.

17/21 APOLOGIES FOR ABSENCE

All members were present.

18/21 PUBLIC PARTICIPATION

No members of the Public attended the meeting

19/21 RECRUITMENT OF TOWN CLERK

Councillors **AGREED** that the Interim Clerk should secure the services of NCALC to carry out the recruitment process, as they had done for the other new Town Councils. They considered NCALC to be better qualified to determine the necessary characteristics and qualifications of Town Clerk.

20/21 JOB DESCRIPTIONS/PERSON SPECIFICATIONS

Members considered the Recruitment Pack prepared by NCALC for the post of Town Clerk to Wellingborough Town Council, and **RESOLVED** that the following content should be used in the recruitment of Corby Town Clerk with slight amendments:

1. Job Description - as laid out with salary scale in LC3 upper bands.
2. Person Specification – as laid out
3. Terms and conditions to show membership of LGPS
4. All documents to be made appropriate to Corby
5. Timetable for recruitment to begin as soon as possible with a view to having a Clerk in post by early September
6. That the Interim Clerk continues in post until handover is achieved.

Members **AGREED** to defer recruitment to the second post, but were provided with further information regarding the possibility of that post being for a Community/Events Officer

21/21 LGPS

Members considered the response from LGPS regarding the Town Council becoming and Employing Authority and the cost for the initial assessment

RESOLVED: to RECOMMEND to Council that Corby Town Council joins the LGPS and passes a resolution that both officers be eligible for membership

Chairman: *S Rielly*

Date 7th December 2021