

Kettering Town Council

MINUTES OF THE STAFFING COMMITTEE OF KETTERING TOWN COUNCIL
HELD IN THE COMMITTEE ROOM, BOWLING GREEN ROAD, KETTERING AT
12.30PM ON 3RD FEBRUARY 2022

Councillors Present: Cllr Lloyd Bunday (Chair)
Cllrs Dez Dell and Maggie Don

Officers present:- Martin Hammond, Town Clerk

No members of the public/press attended.

Item Number	Description
SC21/01	Apologies for absence None
SC21/02	Declarations of interest None declared
SC21/03	Clerk's Job Description The clerk had refreshed and updated the job description, adding in duties which had been included since the post was originally conceived, brigading like functions together and removing those tasks associated with the Town Council's establishment which had been completed. It also reflected the small change in salary. RESOLVED that the revised job description be approved.
SC21/04	Events and Communications Officer – job description and terms and conditions of employment A draft JD and proposed terms and conditions had been drafted. After correcting some drafting errors, it was RESOLVED that a) The post be titled Deputy Clerk – Events and Communications b) The salary be fixed as £17/hr for 16 hours a week with £25/hr for weekend working c) The JD be approved
SC21/05	Events and Communications Officer – person specification

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	RESOLVED that the person specification submitted be approved.
SC21/06	Recruitment Process A report was submitted. Members suggested further ways of advertising the post. RESOLVED that a) Interviews take place on 11 th March and the interview panel comprise the clerk and the Leader. b) The recruitment process set out in the report be agreed.
	Meeting closed at 1pm

Signed.....

Date.....