



HELMDDON PARISH COUNCIL

MINUTES



of the meeting of the HR Committee held
on **Friday 11 October 2024** at 6:00 pm
in the Reading Room, Helmdon

Present: Cllrs Moody, Holloway, and Plunkett.

In attendance: There were no members of the public

The Clerk was not present. The meeting was recorded by Cllr Moody.

1. To receive and approve apologies for absence

None. All members of the committee present.

2. To note the resignation of the Clerk to the Council

Charmaine Jay had sent a letter of resignation dated 30 September 2024, which had been reluctantly accepted. Charmaine's last day of work will be 28 October 2024.

RESOLVED: To note the clerk's resignation.

3. To agree the salary, hours, and other heads of terms for the vacancy notice

The committee reviewed the vacancy notice produced in August 2021 and considered that the salary and hours should remain unchanged. The committee noted that the clerk's remuneration would soon reach the threshold where employer's pension contributions were due, so it was decided to build in 5% contributions into the vacancy notice.

RESOLVED: That the vacancy be advertised at LC2, SCP 18 – 23 plus 5% employer's contribution to a workplace pension and that the vacancy be advertised at 11 hours per week.

4. To agree the timetable for the recruitment process

The committee agreed that the vacancy notice should be circulated for approximately three weeks and that the interviews should take place very soon after the closing date.

RESOLVED: That the closing date for applications be set as 5pm on 1 November 2024 and that the interviews will take place on the evening of 6 November 2024.

5. To approve the vacancy notice for publication

It was agreed to use broadly the same vacancy notice as in 2021, updated with the salary and pension details, and with the closing date and interview date. The notice should be published as soon as possible and should be circulated as widely as possible.

RESOLVED: To publish the vacancy notice with immediate effect.

The meeting closed at 6:30 pm.

Signed _____ dated _____

Councillor Danny Moody, Chair, HR Committee