

**Minutes of the Ingleby Barwick Town Council Personnel Committee Meeting  
held at 5.00pm on Friday 1st February 2019 at Vinovia Place, Ingleby Barwick**

**Present:** Cllrs J. Emmerson (Chair), A. Kenyon, J. Rutland, S. A. Watson.

**In Attendance:** Minna West (Acting Town Clerk)

**Note:** Change of time and venue due to unforeseen circumstances.

1. **Apologies:** Cllr M. Emmerson née Patterson - accepted.
2. **Creation of job description.**

To assist in this MW provided the following:

SLCC: Job Evaluation Advice sheet.

NALC: Employment Briefing 2018-2019 National Salary Award.

IBTC: Current Job Description

IBTC: Person Specification for Town Clerk/Responsible Financial Officer (RFO)

IBTC: Selection Criteria Template.

Discussion took place and it was agreed that the current job description covers everything. Day-to-day management of The Rings Community Hub has been contracted out.

Key issue: Hours to do the job.

It was agreed that applicants should be provided with a pack to include job description/person specification/brief history of IB/ context for the job.

3. **To evaluate the post of the Clerk.**

Using the SLCC Guidelines, the Job Evaluation sheet was completed. This clearly indicated that the role of Clerk to IBTC was currently at LC2 (below substantive benchmark range).

4. **To consider pay and hours.**

Using SLCC Guidelines, it was agreed to offer 20-25 hours per week initially. A degree of flexible working would be required and some unsociable hours.

Using SLCC Guidelines, it was agreed to offer a salary band of £24,799 - £26,999 pro rata to hours.

5. **Other points.**

- a. Agree budget at Full Council February.
- b. Advert prepared prior to Full Council.
- c. Discussion on deadlines.
- d. Discussion on interview panel.

6. **Date of next meeting**

Thursday 7th February 4.30pm TC Office (Venue TBC)

The meeting closed at 5.45pm