**Rossett Community Council**

**Staffing Meeting**

**Monday 24th January 2022**

Attendees: Cllr Parrington, Cllr Roberts, Cllr Woods, Cllr Todd and Wendy Pace

The meeting had been called following the resignation of the Clerk from her position. The Clerk provided copies of adverts, job description and person specifications and these were discussed. It was agreed that the Clerk would incorporate the suggested changes and circulate to all members. It was hoped that the advert would be published within the next week with a closing date of 18th February. It was agreed that the advert should be posted on the website, notice boards, gov jobs, SLCC and Wrexham Leader. A discussion ensued regarding the interview process and it was agreed that suggested interview questions should be forwarded to Cllr Woods who will collate the responses. A scoring matrix will be used to assess candidates. It was hoped that the successful candidate would be able to attend the March meeting. The Clerk confirmed that whilst her employment would end on 30th April, with annual leave owed she would be finishing around the middle of April however, if the new Clerk required assistance with any particular tasks and a handover hadn’t been completed by that time there was some flexibility with her end date but this would preferably be on a reduced number of hours. **Action: Clerk to circulate amended advert, JD and person spec and all members to forward suggested interview questions to Cllr Woods.**

The salary scale was discussed and it was agreed that generally a new member of staff would start on the bottom of the scale and work up the points after successful appraisal however, should an experienced individual be appointed there would be consideration of starting elsewhere on the salary scale dependant on the level of knowledge and experience.

The Clerk raised the issue of working at home expenses which had been raised in 2017 but never progressed. It was agreed that the post should attract working at home expenses and the Clerk highlighted that this should also be the case for the Community Agent. Until 2020 the HMRC recommendation was £4 p.w. but this had then increased to £6 p.w. If this was to be back paid the total commitment would be £1k - £1.2k per member of staff. It was agreed the Clerk should circulate the minutes when this issue was originally raised along with any other relevant information. **Action: Clerk to forward working from home information.**

It was confirmed by the Clerk that the on-line training previously agreed for the Street and Park Wardens would commence the next day.

The Clerk confirmed that some information had been forwarded from Hydes regarding the risk assessments previously produced. It was agreed that this should be forwarded to Cllr Woods for consideration. **Action: Clerk to forward email to Cllr Woods.**