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Description automatically generated**Minutes of Swillington Village Council Staffing Committee meeting held on Tuesday 23rd January 2024 at 7.30pm**

**In attendance:** Cllrs Knox (Chair), Bramma and Lewin, and Village Clerk Kate Goodare. There were no members of the public in attendance.  
**Apologies:** None

1. **Reminder by the Chair of the Council’s expectations for the audio or visual recording of this meeting**
2. **2.1 To receive apologies.** – There were none

**2.2. To approve reasons for absence given by councillors.** – There were none

1. **3.1 To receive declarations of interest from councillors on items on the agenda.** – None were received.

**3.2 To receive any declarations of interest not already declared under the Council’s Code of Conduct or a member’s Register of Disclosable Pecuniary Interests.** – None were received.

**3.3 To receive, consider and decide upon any applications for dispensation.** – None were received.

1. **To confirm the minutes of the meeting held on 3rd October 2023 as a true and correct record.** – **It was resolved** to approve the minutes of the staffing committee meeting held on 3rd October 2023.
2. **To consider and decide on a process for hiring a Clerk/RFO on a maternity cover contract – It was resolved** to approach the recently retired Clerk to establish if she would be willing to return to work for a cover period. If not, **it was further resolved** that the documents provided by the Clerk (namely the advert, interview questions, job description, person specification, job application guidance notes and privacy notice for job applicants) were satisfactory and could be proceeded with. It was agreed that the advert would be posted on the council website, with the YLCA and in their bulletins, and on job sites, with a closing date of Sunday 25th February, and an interview date of Tuesday 5th March, with a view to hiring as soon as possible following the interviews in order to facilitate an April maternity leave start date for the current Clerk. Applicants from the last hiring period for the Clerk might also be directly approached to re-apply, and local Clerks who may wish to take on an additional Council for a cover period of time.
3. **To notify the clerk of matters for inclusion on the agenda of the next meeting** - None
4. **To confirm the date of the next meeting as Tuesday 5th March, directly following the interviews**