



Shaftesbury Town Council

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To: All members of Shaftesbury Town Council

You are required to attend an extraordinary meeting of **Shaftesbury Town Council** to be held **at 7.00pm on Tuesday 1st November 2016 in the Council Chamber, Shaftesbury Town Hall** for the transaction of the business shown on the agenda below.

Claire Commons

Interim Deputy Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda Item	
01. Apologies	To receive and consider for acceptance, apologies for absence
02. Declarations of Interest and Dispensations	Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
03. Recommendations from the Human Resources Committee	To receive recommendations from the Human Resources Committee Report 1016EFC03

(End)

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 1st November 2016 in the
Council Chamber, Shaftesbury Town Hall**

Recommendations from the Human Resources Committee

1. Purpose of Report

To receive recommendations from the Human Resources Committee

2. Recommendation

- 2.1. That the Council advertises with the DAPTC and SLCC for the position of Town Clerk, scale point 43 – 51 depending on suitability and experience, that previous candidates need not apply.
- 2.2. That the Council engages the services of a Locum Town Clerk for 2 days per week until the new Town Clerk is in place.

3. Background

- 3.1. At its meeting on 20th October 2016, the Human Resources Committee agreed not to recommend any of the previous candidates for the position of Town Clerk and to re-advertise the post with a revised salary scale of 43 – 51 (£37,858 - £45,580). It was recommended that the advert be placed with the SLCC and DAPTC. For information, the cost of the Blackmore Vale Magazine advert ¼ page for 1 week was £443.

3.2. Proposed schedule;

Advertise 26 October – 23 November (4 weeks)

Interview 7 December (2 weeks after close of applications)

EFC for preferred candidate(s) to present to Council 13 December (1 week after interview) (Planning and Highways Committee to meet directly following for its scheduled committee meeting)

Town Clerk starts 20th March (3 months after interview – standard notice period for this position)

- 3.3. At the same meeting, the Human Resources Committee recommended that the Council engages the services of a Locum Town Clerk for 2 days per week until the new Town Clerk is in place.

4. Financial Implications

- 4.1. The cost of a Locum Town Clerk is £350 per day plus travel and accommodation, therefore £870 per week based on 2 consecutive days per week. Anticipated duration 18 weeks, total cost £15,660.

- 4.2. The cost of a full time Town Clerk at SCP 51 including on-costs to the Council would be £1,142.13 per week.

- 4.3. Anticipated salary surplus at year-end..... £13,968
Salary budget implications as outlined in 4.1..... £15,660
Salary budget implications as outlined in 4.2..... £2,284
Budget implication -£3,976

4.4. Advertising costs;

Current advertising budget	£257.30
DAPTC	£0
SLCC (1 month)	£300
HALC (1 week)	£40
Total	<u>£82.70</u>

4.5. Financial Regulation 4.1 requires that expenditure on revenue items must be authorised by the Council for all items over £5,000.

5. Legal Implications

The appointment of the Town Clerk must be made by the Full Council

(End)

Report Author:
 Claire Commons
 Interim Deputy Town Clerk