



Minutes of the SPC HR Committee Meeting on 20th August 2026

Present – Cllrs Fiona Young (Chair), Jane Marshall, Ruairaidh McDonald-Walker

1. Apologies for Absence

No apologies received

2. Declarations of Interest

No declaration of interest received.

3. Public Participation

No members of the public in attendance

4. Exclusion of Press and Public

Resolution: That, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

Resolved.

5. Recruitment of Clerk & Responsible Financial Officer

To consider arrangements for the recruitment of a new Clerk & Responsible Financial Officer and make recommendations to Full Council, including:

a) Recruitment and advertising

- To agree the proposed job advertisement and recruitment method.
- To determine where and how the vacancy should be advertised.

It was **Resolved** to advertise with Northants Calc for the permanent position of Parish Clerk and RFO and also the position of Interim (Locum) Parish Clerk and RFO.

It was also **Resolved** to have a budget of £200 for recruitment. It was **Resolved** to approach the SLCC who have a Locum Clerk Consultancy. The HR Committee are very aware of the risk of being left without a Clerk and this situation will be avoided if at all possible.

b) Terms and conditions

- To review the proposed salary scale and hours of work.
- To review the job description and person specification.
- To consider other principal terms and conditions of employment.

After some discussion, it was **Resolved** to increase the Clerks working hours to 18 per week. This is to allow time to deal with the review of the Spratton Neighbourhood Plan and liaising with the council's legal advisers. The Chair will review and produce the job description and person specification. It was agreed that given the challenges facing the parish, an experienced Clerk was needed.

c) Recruitment process

- To agree the proposed application, shortlisting and interview process.

- To determine who will undertake shortlisting and interviews.

It was **Resolved** to post the job advert as soon as possible with a closing date of mid-September. It is hoped that there will be a handover period. As the HR Committee consists of only three councillors, it was agreed that a recommendation will be made at the main parish council meeting in September to add Cllr Gary Ashton to the HR Committee so that he can take part in the interview process in the event that one of the existing 3 members are unavailable.

d) **Timescale**

- To agree a timetable for advertising, applications, shortlisting, interviews and appointment.
- To consider the proposed commencement date.

The commencement date will be agreed at a later point; it is hoped that a replacement clerk will be in position before our existing Clerk leaves the post on Sept 30th.

e) **Handover arrangements**

- To consider arrangements to facilitate an appropriate handover period between the current Clerk/RFO and the newly appointed Clerk/RFO, where practicable.

It is hoped that this will be possible. It was Resolved that Cllr Marshall will arrange a remote meeting with the current Clerk to handover any outstanding legal work.

f) **Recommendation to Full Council**

- To agree the recommendations to be submitted to Full Council for approval of the recruitment arrangements and appointment to the post.

The full recommendations will be produced in a report to council for the September meeting.

6. Date of Next Meeting

To determine whether a further HR Committee meeting is required and, if so, agree a date.

The next meeting will be arranged when required.