

Additional Information for Personnel Committee Meeting 05^h October 2021

The Clerk see no reasons to support closing any agenda item to the public.

01	Record absences
Just note down who that was invited did not attend. Any apologies should be sent to the Clerk before hand as usual.	
02	Declarations of interest and dispensation forms
Any forms should be completed and submitted to the Chairman at the start of the meeting.	
03	To consider the date of departure of Clerk from Council's employment
<p>The current end date is October 31st. The Clerk has indicated that he would consider extending until the end of November if Council cannot find suitable cover/replacement by the end of October or a handover period is required, but will not go beyond November.</p> <p>The date of departure effects accrued holiday.</p> <p>It is permissible for a Councillor to act as Clerk, but it would be in an unpaid capacity. This could allow Council to let the Clerk leave at the end of October, and not have to pay for much holiday-in-lieu, as they could say the Clerk has to take October as holiday.</p>	
04	To consider payment of the Clerk's outstanding salary and payments in lieu of any remaining holiday entitlement
<p>Salary per month is: £235.20</p> <p>Current hours per month is: 20 So hourly rate is: £11.76</p> <p>Holiday to end of October is: 21.5 hours (£252.84) Holiday to end of November is: 23.7 hours (£278.71)</p>	
05	To consider the Requirements, Terms, Conditions and Salary of the replacement post of Clerk and Responsible Financial Officer
<p>The Clerk have provided copies of both their contract and a proforma contract to the Chairman, along with the role descriptions for the Clerk and RFO.</p> <p>Salary will depend on SCP levels. These are limited by where Council sits on their own scale. SALC should be able to advise more on this.</p>	
06	To consider authorising the Chairman/Vice-Chairman to advertise the Clerk/RFO post through SALC and by any other suitable other means
<p>https://suffolkjobsdirect.org/ is also a site to consider, though there is a placement fee with them (from £75), but you will hit a wider audience.</p>	