

3rd August 2023

Minutes of the proceedings at the extraordinary meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7.30pm to 8.45pm

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Callender, R Comber, T Lack, A Mather, H Richards, I Shepherd-Dubey, S Gurney (ex-officio).

IN ATTENDANCE

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr M Lucey

MEMBERS' INTERESTS (Agenda Item 2)

None

EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Cllr M Gee and seconded by Cllr T Lack and it was

**RESOLVED
30694**

that in view of the confidential nature of the business about to be transacted i.e. commercial, financial and personnel it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

RFO RECRUITMENT (Agenda Item 4)

**RESOLVED
30695**

Members reviewed the Town Clerk's report 21/2023 and following discussion, it was proposed by Cllr M Gee, seconded by Cllr A Mather and members

To proceed with the recruitment of a Deputy Clerk and RFO, at 37 hours per week (Full time) based on the job description and person specification included as appendix 1 to the agenda pack, subject to:

- a) Consultation with the RFO regarding the references to CIPFA and AAT Level 4 referenced in the essential qualification and Training section of the Person Specification.
- b) The inclusion of "Willingness to work towards achieving CiLCA" in essential qualifications and training section of the Person Specification
- c) The inclusion of the work location (Town Hall) and home working in the job description
- d) The inclusion of "Any such other reasonable duties as may be required from time to time" under section 3 'General' of the job description.

It was proposed by Cllr M Gee, seconded by Cllr A Mather and members

**RESOLVED
30696**

CHAIR INITIALS _____



To advertise the role at with a salary band of £38,296 to £44,539 (indicative SLCC 2022 scale points of 32 to 39) dependent upon skills and experience.
It was noted that the use of PRP, and clarity that the role does not follow Green Book pay agreements should be made clear in the job pack.

It was proposed by Cllr M Gee, seconded by Cllr R Comber and members

**RESOLVED
30697**

To approve the advertisement of the role:
Via NALC (Premium Package - £300)
Via SLCC (Gold Package for 4 weeks - £347))
Via the WBC jobs page (FoC)
Via South East Employers (FoC to members)
As well as via the council's website and social media channels.
The post will be advertised w/c 7th August 2023 and will run until Monday 11th September 2023.

It was proposed by Cllr M Gee, seconded by Cllr H Richards and members

**RESOLVED
30698**

To approve the membership of the interview panel as:
Cllr M Gee
Cllr S Gurney
Cllr B Alvi (or Cllr R Comber as reserve, if Cllr Alvi is unavailable)

Agreed actions:

- Town Clerk to redact applications and make them available for a meeting to be held remotely on the evening of Wednesday 15th September for shortlisting.
- A pre-interview exercise of an Omega finance report to be provided to short-listed candidates, asking candidates to highlight what aspects of the report they would bring to the attention of members at a committee meeting.

Town Clerk to check room availability for a proposed interview date of Wednesday 20th September.

Interview content and questions to be determined by the interview panel in due course.

Recommended outcome of interview to be included on the agenda for the 26th September F&P Committee meeting.

CHAIR INITIALS _____

