

FORDBRIDGE TOWN COUNCIL  
MINUTES OF THE EXTRAORDINARY  
MEETING OF THE COUNCIL  
HELD ON 18TH MARCH 2021

PRESENT: Councillor M. Blackburn (in the Chair)  
P. Allen  
S. Blackburn  
D. Cole  
J. Kimberley  
F.A Nash  
F.V. Nash  
L. Sorrell

8508. APOLOGIES

There were no apologies for non-attendance as all members of the Council were present at the meeting.

8509. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST FROM MEMBERS AND OTHER DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA.

There were no declarations of interest made by members relating to items on the agenda.

8510. COMMENTS, QUESTIONS OR SUGGESTIONS MADE BY MEMBERS OF THE PUBLIC

There were no comments, questions or suggestions made by members of the public.

8511. CONSIDERATION OF RELEVANT DOCUMENTS FOR RECRUITMENT OF A CLERK TO THE COUNCIL; JOB DESCRIPTION, PERSON SPECIFICATION AND CONTRACT OF EMPLOYMENT

The Clerk submitted the NALC model for each of the above documents and the existing job description for members to consider.

RESOLVED i) that the NALC model job description be utilised with additional clauses included in respect of management of the Fordbridge Centre and increasing the range of activities at the Centre  
ii) that the NALC model person specification be adopted  
iii) that the NALC model contract of employment be utilised with the following proviso:-  
iv) that the hours worked are flexible with the specific hours to be agreed with the Council

8512. CONSIDERATION OF THE FINANCIAL TERMS FOR EMPLOYMENT OF A CLERK TO THE COUNCIL

The Clerk recommended that the salary for a new Clerk to the Council should start at NJC salary point 21, currently £26,511 per annum, progressing to scale point 26 (currently £30,511 per annum)

RESOLVED that the Clerk's recommendation be approved and the successful candidate should serve a probation period of six months.

8513. CONSIDERATION OF THE PROCEDURE FOR RECRUITMENT OF A CLERK TO THE COUNCIL; ADVERTISING OF VACANCY, TIMETABLE FOR APPOINTMENT, SELECTION OF CANDIDATES FOR INTERVIEW, INTERVIEW OF CANDIDATES.

The Clerk submitted brief recommendations in respect of the procedure for identifying and appointing a new Clerk to the Council including seeking support from Solihull M.B.C.

- RESOLVED
- i) that the vacancy be advertised online through WALC and WM Jobs (via SMBC)
  - ii) that the vacancy be advertised for up to four weeks dependent on the amount of interest
  - iii) that the Staffing Committee select suitable candidates for interview (with support from SMBC)
  - iv) that a panel of Councillors Cole, F.V. Nash and Sorrell be appointed to carry out the interviews (with support from SMBC)

8514. CONSIDERATION OF A RESPONSE TO MATTERS RAISED DURING PUBLIC PARTICIPATION

There were no comments, questions or suggestions made by members of the public.

The meeting closed at 6.55 p.m.

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CHAIRMAN