



Minutes of a meeting of the Personnel Committee held on 18 November 2020 via Zoom at 10.30am.

Councillors Present: Councillors D Budd (Chairman), C Turner (Vice Chairman), K Critchley, B Ezzard, Z Gover, K Green, M Russell

Officer Present: V Ricketts - Town Clerk

297. Apologies for absence

There were no apologies for absence.

298. Declarations of interest

There were no declarations of interest.

299. Public participation time

The Clerk reported that she had received no questions or statements from the public ahead of the meeting and no members of the public were present.

300. Minutes of the Personnel Committee

Resolved that the minutes of the Personnel Committee meeting held on 20 October 2020 be approved for signing.

301 Matters arising from the minutes of the previous meeting

There were no matters arising.

302. Items considered urgent by the Chairman for report of agenda item for the next meeting.

There were no matters of urgency.

303. Date of the next meeting

It was noted that the date of the next meeting was scheduled for **12 January 2021 at 10.30am.**

304. Confidential session

Resolved: *That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted*

305. Staff Review.

The Town Clerk provided an update on the staff review and reported that, following individual interviews and follow-up one-to ones, all Members of staff had signed their new contracts and agreed their job descriptions.

Members considered the job description and recruitment process for the new position of part-time Lengthsman. With a couple of minor changes to the job description it was –

Resolved:

- a) that the job description for the Lengthsman be approved;
- b) that the recruitment process begin in the new year;
- c) that the selection panel include the Operations Manager and Operations Supervisor.

Members considered the job description and recruitment process for the new position of Deputy Town Clerk. With a couple of minor changes to the job description it was –

Resolved:

- a) that the job description for the Deputy Town Clerk be approved;
- b) that the recruitment process begin immediately;
- c) that the selection panel be comprised of the Town Clerk and Councillors Budd, Turner and Critchley.

Members considered and noted the ancillary issues raised in the consultant’s report.

Chairman.....

Date.....