

Personnel Committee

(Cllrs Val Simmons, Jackie Burnham and Mike Kermode)

21st October 2024

Dear Personnel Committee (and other Town Councillors for information).

There will be a meeting of the **Personnel Committee on Tuesday 29th October at 6-30pm at Hwb Rhuddlan, Clos David Owen, Rhuddlan, LL182UJ.**

As is usual practice, non-committee members may attend as observers and it will help if observer members inform the Town Clerk in advance. Arrangements for a zoom link will be organised if this is required.

Members of the public are also able to attend. Those wishing to attend by zoom may do so by informing the Town Clerk by the 28th October so that necessary arrangements can be made.

Agenda

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Minutes** – To consider the minutes of the meetings held on 21st August and 10th September (copies to follow).
- 4. Part 2 Business** - It is recommended that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
- 5. Staffing Matters – Assistant Town Clerk's Vacancy**
Consider the next steps to fill the vacancy, following the decision of the candidate who was originally offered the vacancy, to withdraw from the post.

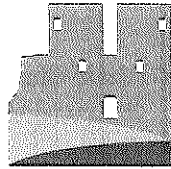
Yours faithfully,

Cllr. Mike Kermode

Secretary and Adviser to the Personnel Committee

For further information contact - Stephen Wilson – Town Clerk 07775 673706

clerk@rhuddlantowncouncil.gov.uk



Cyngor Tref
Rhuddlan
Town Council

Pwyllgor Personél

(y Cyngorwyr Val Simmons, Jackie Burnham a Mike Kermode)

21 Hydref 2024

Annwyl Bwyllgor Personél (a Chyngorwyr Tref eraill er gwybodaeth).

Cynhelir cyfarfod o'r **Pwyllgor Personél nos Fawrth, 29 Hydref, am 6-30pm yn yr Hwb Rhuddlan, Clos David Owen, Rhuddlan, LL182UJ.**

Yn unol â'r arfer, gall aelodau nad ydynt yn aelodau o'r pwyllgor fynychu fel sylwedyddion a byddai o gymorth petaech yn rhoi gwybod ymlaen llaw i Glerc y Dref os ydych yn bwriadu bod yn bresennol. Gellir gwneud trefniadau i anfon cyswilt Zoom os oes angen.

Dylai aelodau'r cyhoedd sy'n dymuno dod i'r cyfarfod roi gwybod i Glerc y Dref erbyn 28 Hydref er mwyn gwneud y trefniadau angenrheidiol.

Agenda

1. Ymddiheuriadau

2. Datgan Buddiant

3. Cofnodion – Ystyried cofnodion y cyfarfodydd a gynhaliwyd ar 21 Awst a 10 Medi (copïau i ddilyn).

4. Busnes Rhan 2 - Yn unol â'r Ddeddf Cyrff Cyhoeddus (Derbyn i Gyfarfodydd) 1960, argymhellir bod y wasg a'r cyhoedd yn cael eu cau allan o'r cyfarfod oherwydd y trafodir materion y byddai rhoi cyhoeddusrwydd iddynt yn niweidiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes i'w drafod.

5. Materion Staffio – Swydd wag Clerc y Dref Cynorthwyol

Ystyried y camau nesaf i lenwi'r swydd, yn dilyn penderfyniad yr ymgeisydd y cynigwyd y swydd iddo'n wreiddiol i dynnu'n ôl.

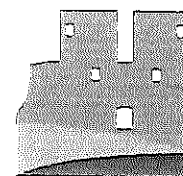
Yr eiddoch yn gywir,

Y Cyngorydd Mike Kermode

Ysgrifennydd ac Ymgynghorydd y Pwyllgor Personél

I gael rhagor o wybodaeth, cysylltwch â Stephen Wilson – Clerc y Dref 07775 673706

clerk@rhuddlantowncouncil.gov.uk



Cyngor Tref
Rhuddlan
Town Council

Minutes of the Personnel Committee held on 21st August 2024 in Hwb Rhuddlan.

1. **PRESENT** – Cllrs. Jackie Burnham, Mike Kermode (also acting as Personnel Adviser and Clerk for the Committee) and Val Simmons; together with the Town Clerk. Cllr Ivor Beech attended as an observer.
2. **APOLOGIES** – None as fully attended by committee.
3. **DECLARATIONS OF INTEREST** – Cllrs Burnham, Kermode and Simmons all made personal declarations and completed the required forms.
4. **URGENT ITEM** – The Chairman referred to the two emails that all Town Councillors had received from Cllr Ivor Beech on the issue of the recruitment of an Assistant Town Clerk and the joint response made by the Mayor and the Personnel Chairman. It was noted that Cllr Beech was not satisfied with certain aspects of the recruitment but the Personnel Committee had been empowered by full Town Council in July to undertake all aspects of the recruitment/appointment and this work would continue.
5. **PART 2 BUSINESS** – It was proposed and **resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
6. **STAFFING MATTERS:**

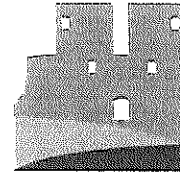
Shortlisting and Interviewing of Candidates – Six applications had been received so far. These being from SB, KE, NED, HG, EP and GW. The forms had been pre-circulated to members. The committee considered the applications in detail in the context of the job description and the person specification.

It was **agreed** that four of the candidates be invited for interview on the evening of Tuesday 10th September – these candidates being KE, HG, EP and GW.

The closing date for applications was Friday 23rd August and the committee discussed the arrangements to consider any applications made between now and then. It was agreed that the Town Clerk would circulate the applications as soon as he received them and a zoom meeting would take place on bank holiday Monday 26th August to determine if any of them be invited for interview.

The committee discussed and **agreed** the timetable and arrangements for the interviews, key questions for the candidates would be drawn up by the Town Clerk.

The meeting closed but on the basis that further discussions may take place the following Monday if any further applications are received.



Part 2 Agenda Item 18

Minutes of the Personnel Committee held on 10th September 2024 in Hwb Rhuddlan.

1. **PRESENT** – Cllrs. Mike Kermode (Committee Chairman and Personnel Adviser and Clerk for the Committee), Jackie Burnham and Val Simmons; together with the Town Clerk.
2. **APOLOGIES** – None.
3. **DECLARATIONS OF INTEREST** – Cllrs Burnham and Kermode made personal declarations and completed the required forms.
4. **PART 2 BUSINESS** – It was proposed and **resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
5. **STAFFING MATTERS:**

Assistant Town Clerk Vacancy – Interviews and Appointment – The meeting held on 21st August had short-listed four candidates. However, two of the candidates had withdrawn, leaving the remaining two for interview. The committee used a structured interview process that contained a number of questions that were relevant to the job role and the interviewees responses were evaluated by the committee members. Having compared the evaluations it was **unanimously agreed** to offer the post to Hayley Gibbons, a Rhuddlan resident. The Town Clerk contacted her and offered the post, subject to the receipt of satisfactory references and with a start date of 1st October 2024. This offer was warmly accepted. The Town Clerk will now obtain the required references.