

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 However, two of the candidates had withdrawn, leaving the remaining two for interview.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.