



Minutes of the Personnel Committee held on 21<sup>st</sup> 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 10<sup>th</sup> September – these candidates being KE, HG, EP and GW.

The closing date for applications was Friday 23<sup>rd</sup> 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 26<sup>th</sup> 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.