



Minutes of the virtual Personnel Committee held on 7th October 2020 using Zoom.

1. **PRESENT** – Cllrs. G. Rowlands (Chairman), M. Elgin, A. Roberts and M. Kermode (Personnel Adviser and Clerk for the Committee); together with the Town Clerk. Councillor S. Gaskin attended as an observer.
2. **APOLOGIES** – None
3. **DECLARATIONS OF INTEREST** – None
4. **MINUTES** – The minutes of the meeting held on 18th August had previously been considered and approved by the Town Council.
5. **MATTERS ARISING** – It was noted that the interviews for the Project Officer post had been changed and they would now take place on the evening of 22nd October. The Town Clerk reported that a national pay award had been agreed which provided an increase of 2.5% for Local Government salaries as from April 2020. This was noted and approved by the members.
6. **PART 2 BUSINESS** – It was proposed, duly seconded and unanimously agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following item of business because of the confidential nature of the matters being transacted.
7. **RECRUITMENT OF PROJECT OFFICER** – Cllr. Kermode reported that 7 people had requested the Application Packs. Four Application Forms had been submitted and copies of these had been circulated to Committee members together with a framework for the shortlisting process.

Committee Members and the Town Clerk then scored the applications on the basis of how well they met the various elements of the job specification. The agreed scoring process was to give 2 points if the applicant met the element fully; to give 1 point if the applicant met the element partially and to give 0 points if the applicant did not meet the element.

At the end of the discussions the applicants had the following scores for the essential/desirable elements of the post:

Part 2 Item

Applicant S.B. = 14/6
Applicant S.H. = 12/2
Applicant J.W. = 15/8
Applicant S.W. = 17/10.

It was agreed that Applicant S.H. should not be shortlisted.

The Committee therefore **recommends** that the following applicants be interviewed for the post:

- Shelly Barrett
- Jeff Warren
- Stephen Wilson.

Cllr. Kermode had also circulated a framework for the interview arrangements that also included a suggested list of questions. These were discussed and modified by the members and Appendix 1 to these minutes shows the process that the Committee **recommends** to the Council for the interviews.

At the close of the meeting Cllr. Gaskin asked about the circulation of application forms to those Councillors who were observing meetings. It was agreed that in any future shortlisting meetings the application forms would be made available on request to those councillors that attended as observers.

Project Officer – Interview Arrangements

Timetable

- 7pm – Town Council meeting commences and the Mayor sets the scene
- 7-10pm – Interview with Shelly Barratt (20 minutes target then 5 minutes hand-over)
- 7-35pm – Interview with Jeff Warren (20 minutes target then 5 minutes hand-over)
- 8-00pm – Interview with Stephen Wilson (20 minutes target)
- Councillors will then vote confidentially using a process that will lead to a clear majority vote for one candidate.

Questions

These will be e-mailed to the candidates on the morning of their interview.

The Mayor will ask all of the questions.

Q 1 – Please tell us how your present skills and experience will help you in the role as the Town Council’s Project Officer.

Q 2 – Which of the various projects that have been involved in gave you the most satisfaction and why?

Q 3 – Many of the projects in the Town Plan will require the involvement of partner organisations in the public sector or the involvement of the commercial sector. What are the main opportunities and challenges from these arrangements and how would you handle any negative responses from potential partners/contractors?

Q 4 – Projects do not always run smoothly and on time – can you describe a project that you have been involved in that might have had these problems and how did you handle them?

Q 5 – The Town Plan contains 20 projects – please identify two projects that might have the potential for a “quick win” in terms of their delivery and explain the key steps that would need to take place to achieve this.

Note - One or two supplementary questions to clarify any specific issues may be asked by either the Mayor or the Town Clerk – it is not practicable to have a range of supplementary questions from various councillors.