



Minutes of the Personnel Committee held on 18th November in Rhuddlan Library.

1. **PRESENT** – Cllrs. Val Simmons (Chairperson) Ivor Beech, Jackie Burnham and Mike Kermode (Personnel Adviser and Clerk for the Committee); together with the Town Clerk.
2. **APOLOGIES** – None.
3. **DECLARATIONS OF INTEREST** – All 4 councillors made personal declarations of interest 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:

5.1 Assistant Town Clerk Vacancy – Shortlisting

There were 5 applications to consider, initials listed alphabetically:

- D.R.
- E.P.
- H.B-P.
- L.M.
- L.S.

The committee evaluated the applications against the job description and skill/experience required and it was agreed to interview 4 of the candidates, these being:

- E.P.
- H.B-P.
- L.M.
- L.S.

5.2 Interview Arrangements

The interviews were scheduled for the evening of Thursday 4th December; however, one candidate was not available that evening and it was agreed to offer an interview on the following morning. The committee considered a list of questions for use at the interview and these were agreed.

5.3 Town Clerk – Overtime Hours

The Town Clerk reported that because of the vacancy for an Assistant Town Clerk he had needed to work an additional 51.5 hours during the past months. Details being provided to the committee. It was agreed to **recommend** to the Town Council that payment be made for 40 hours and that the remaining hours be added to the Town Clerk's leave entitlement.