

NOCTON PARISH COUNCIL

Clerk to the Parish: Mr S R Baxter JP MIFA ADPS ADIP Email: clerk@noctonparishcouncil.gov.uk Tel: 0781 444 3058

PERSONNEL COMMITTEE

06 April 2021

MINUTES

Present:

Councillors: Cllr. M. Clarke (Committee Chair), Cllr. N. Faulkner, Cllr. G. McDonnell

Clerk and RFO: Mr S Baxter

Members of the public: None

Meeting commenced at 7.10pm

AGENDA ITEMS AND DISCUSSIONS

1. Welcome by the Chair of the Committee to all Councillors and members of the public sitting in observation

The Chair welcomed all, including the new Clerk and checked all Councillors were able to see, hear and be heard as the meeting was held via a digital format.

2. Members of the public participation – this will be limited to 10 minutes and each member of the public will have a maximum time of three minutes. This is at the discretion of the Chair of the Sub-Committee.

The Chair asked for any comments from any members of the public – none were forthcoming as no members of the public were in attendance.

3. Declarations of interest from Councillors

The Chair stated that he was a neighbour to one of the applicants of the Hub Manager role but does not consider himself to have any significant social interaction or relationship with the person in question.

The Clerk stated that in his opinion, while the declaration should be noted, he does not consider this declaration should prohibit the Chair from participating in the meeting

4. Motion to exclude members of press and public from participation – but can observe

As there no member of the public present, the Chair decided that no motion was needed.

5. To discuss the applications for the Hub Manager and Hub Cleaner

The Clerk confirmed that there were four applications for the Hub Manager post and two applications for the Hub Cleaner post. The Clerk did say he was still awaiting further detail from one candidate and that this would be updated to the Committee upon receipt.

The Committee went through all the applications in detail, discussing each candidate's strengths and weaknesses as what the Committee thought for each role. The Committee made a decision on each candidate whether to interview them and asked the Clerk to arrange the interviews for the afternoon of Tuesday, 13 April 2021.

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The Committee also discussed the list of interview questions the Clerk had previously supplied them and went through each one discussing if they thought questions were appropriate for the roles in questions.

The Clerk stated that he would provide the interview matrix for the candidates answers and provided some advice on the need for consistency of questions for each candidate.

The Chair finished the overall discussion stating that it was the Council's intention (if possible) to make a decision on the successful candidate for each role before the Full Council Meeting on the evening of the 13 April 2021, and so that this could be recommended to the Council for ratification.

Once their decision has been ratified, the Clerk would then be asked to ensure that references were followed up and to liaise with the various stakeholders to get the persons in post as promptly as possible to allow for the Hub to be used again by the community once the pandemic health restrictions allow.

Meeting was closed by the Chair at 7.50pm.
