

RAUNDS TOWN COUNCIL**PERSONNEL COMMITTEE**

Minutes: 11 December 2020: Start Time 10.30am

PRESENT

Cllr B Tirebuck (Chair), Cllr H Howell, Cllr D Hughes, Cllr S Hughes, and Cllr R Beattie

IN ATTENDANCE

Miss Kate Houlihan, Town Clerk, Minutes

459.20 To receive apologies for absence.

Apologies were received from Cllr L Wilkes.

RESOLVED to note the apology**460.20 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.****NONE RECEIVED****461.20 Notification of members questions in compliance with the council's standing orders.****NONE RECEIVED****462.20 Declarations of Interest.**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM

NONE RECEIVED**463.20 Minutes** confirm the minutes of the Personnel Committee meeting held 24 November 2020**RESOLVED that the minutes of the Personnel Committee meeting held 24 November 2020 be confirmed as a true record****464.20** *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960***RESOLVED to exclude the public and press****465.20 Establishment Report:** To receive the establishment report:

- a. To receive an update on staff recruitment.

It was noted that the town clerk would be leaving the council in march 2021 and therefore it was agreed that a holistic review of staffing was required.

It was agreed that the job description and person specification for the facilities manager should be reviewed along with the job description for the town clerk.

Following discussion it was...

RESOLVED that:

- a) **the Clerk, Mayor and Chairman of the Personnel Committee would review job description and person specification for the facilities manager.**
- b) **That the revised job description and person specification for the facilities manager would be presented to a meeting of the Full Council for approval.**
- c) **That the job description and person specification for the town clerk would be updated and presented for approval at a meeting of the Full Council.**
- d) **That adverts for both posts would be reviewed by the Full Council with a view to advertising both posts prior to the Christmas break.**

There being no further business the meeting closed at 11.23am

Approved: (Town Mayor)

Meeting date: 12 January 2021(Council)

Confirmed: (Chairman)

Meeting date:19 January 2021.....Committee)