

RAUNDS TOWN COUNCIL

PERSONNEL COMMITTEE

Minutes: 1st June 2021: Start Time 19:30

PRESENT

Cllr S Hughes, Cllr H Howell, Cllr D Hughes, Cllr K Harrison, and Cllr R Beattie, Cllr R Levell, Cllr J Barklamb and Cllr M Levell

IN ATTENDANCE

Ms Nina L. Villa, Interim Town Clerk, Minutes

52.21 ELECTION OF CHAIRMAN

RESOLVED that Cllr K Harrison be elected Chairman of the Committee

53.21 ELECTION OF VICE CHAIRMAN

RESOLVED that Cllr D Hughes be elected Vice Chairman of the Committee

54.21 To receive apologies for absence.

None received

55.21 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received

56.21 Notification of members questions in compliance with the council's standing orders.

None received

57.21 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

58.21 [Minutes](#) confirm the minutes of the Personnel Committee meeting held on 6th April 2021.

RESOLVED that the minutes of the meeting held on 6th April 2021 be confirmed as a true record

59.21 Exclusion of Press and Public

RESOLVED that 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

60.21 Establishment report:

The Committee received a report on the progress of the recruitment campaign for a new Town Clerk and considered three quotes for fixed fee recruitment agencies. The Committee also discussed membership of the various panels which form part of the recruitment process in recognition that some of the previous panel members had retired from the Council. The following was agreed:

Shortlisting: The Mayor, Chairman of Personnel, Cllr M Levell, Cllr Barklamb

Panel A: Cllr D Hughes, The Mayor, Chairman of Personnel, Cllr Beattie

Panel B: The three Chairman of the Committees, Cllr H Howell, Cllr R Levell, Cllr L Wilkes

The Committee also received an update on general staffing matters and considered a request from staff for an increase in hours. The Committee felt that it was not the right time to agree to this as the new Clerk may wish to review how the Council operates moving forward. However, the Committee recognises that additional hours may be required as the Interim Clerk is working part time and therefore authorised the Interim Town Clerk approve overtime as required.

RESOLVED that:

- a) The Committee appoint Croton to commence a fixed fee recruitment service;**
- b) The Committee note the verbal report from the Interim Town Clerk on general staffing matters;**
- c) The Committee does not recommend an increase of hours for the staff at this time but authorises the Interim Town Clerk to agree to overtime as required.**

There being no further business the meeting concluded at 20:45

Approved: (Town Mayor)

Meeting date:8th June 2021.....(Council)

Confirmed: (Chairman)

Meeting date:6th July 2021.....Committee)