

MINUTES OF A MEETING OF THE STAFFING COMMITTEE HELD ON 6TH MAY 2020

This meeting was held remotely in accordance with the provisions of the Coronavirus Regulations 2020.

Present: Councillors Sarah Boad (Chairman), Judith Clarke, Nick Wilkins

Also present: Robert Nash (Town Clerk)

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw.

6. MINUTES

RESOLVED that the Minutes of the meeting of the Staffing Committee held on 6th February, 2020 are confirmed as a correct record.

7. TOWN CLERK AND RFO APPOINTMENT

Consideration was given to applications for the vacant Post of Town Clerk and Responsible Financial Officer which had been advertised over the period of 16TH March to 14th April, 2020, as previously agreed by the Committee.

A total of 12 applications had been received and were assessed in relation to the requirements of the Job Description and Person Specification. The Council's recruiting adviser had marked the applications against the agreed criteria and recommended that 8 of the applications scoring most highly are taken forward for further assessment. The Committee was offered the option of interviewing these candidates via media link with a view to a reduced short list for subsequent face to face interview. The Committee noted that this option had been considered at the meeting of the Policy and Resources Committee and had been discounted in favour of interviewing all candidates face to face as soon as circumstances would safely permit.

Having considered the applications in detail and advice of the Town Clerk, it was

RESOLVED

- (i) That applicants numbered 1,3,4,5,6 and 10 are invited to participate in further assessment, including face to face interview;
- (ii) That the next stage of the selection process is conducted as soon as restrictions on movement and social distancing are lifted;
- (iii) That the assessment process is extended to include a written response to a key issue to be undertaken on the occasion of interview;

- (iv) All applicants are required to make a presentation to the appointment Panel on a subject to be notified in advance of interview; and
- (v) that following notification to the Council's Adviser, all unsuccessful candidates are notified of the outcome of their application.

The meeting commenced at 2.00 pm. and ended at 3.10 pm.