

## Minutes of the meeting of the Human Resources Committee

Held on Friday 27<sup>th</sup> May 2022 at 3.00pm

**Present:** Cllrs Sharman (Chair), Jordan and Incorvaia.

Apologies Cllr Hobbs

Town Clerk, Graham Spark

1	<p><b>To Appoint a Chair and Deputy Chair of the HR Committee</b> Cllr Sharman was appointed as Chair <b>Proposed</b> Cllr Jordan <b>Seconded</b> Cllr Incorvaia <b>All in favour</b></p> <p><b>Cllr Jordan was appointed Deputy Chair</b> <b>Proposed</b> Cllr Sharman <b>Seconded</b> Cllr Incorvaia <b>All in favour</b></p>
2	<p><b>To receive Members' apologies for absence</b> – Cllr Hobbs sent his apologies work commitments the members accepted these apologies. <b>Proposed</b> Cllr Sharman <b>Seconded</b> Cllr Incorvaia <b>All in favour</b></p>
3	<p><b>To receive Members' Declarations of Interest</b> – none declared</p>
4	<p><b>To approve the minutes of the meeting of 10<sup>th</sup> May 2022</b> <b>Proposed:</b> Cllr Jordan <b>Seconded:</b> Cllr Sharman <b>Abstained</b> Cllr Incorvaia 'That the minutes of the meeting of 10<sup>th</sup> May 2022 be approved</p>
5	<p><b>Confidential items</b> <b>Proposed</b> Cllr Sharman <b>Seconded</b> Cllr Jordan</p> <p><b>'That the Press and Public be excluded from this section of the meeting, as per Standing Order 3D due to the confidentiality of the matter being discussed as it relates to employees of the Town Council.'</b></p> <p><b>All In Favour</b></p> <p>The meeting went into confidentiality at 3.24pm</p> <p>5.1 To receive the recommendation of the Deputy Clerk interview panel and make a resolution on appointment The Committee heard that both candidates had interviewed well and answered all questions confidently and had clearly prepared well for the interviews. The selected candidate for Deputy Clerk following the internal recruitment and interview was Ms Claire Dornan</p> <p>The Committee came out of confidentiality at 3.41pm <b>That the Human Resources accept the recommendation of the interview panel for Deputy Town Clerk and appoint Ms Claire Dornan with effect from 1<sup>st</sup> June 2022 at a starting salary point of SCP 27</b></p> <p><b>Proposed</b> Cllr Sharman <b>Seconded</b> Cllr Jordan <b>All in Favour</b></p>

	5.2 The HR Committee were update on staffing issues.
6	<p><b>To agree a starting date and remuneration package for Deputy Clerk</b></p> <p>The HR committee accepted the remuneration package as previously discussed and a start date for the Deputy Clerk</p> <p><b>Proposed</b> Cllr Jordan <b>Seconded</b> Cllr Incorvaia <b>All in favour</b></p>
7	<p><b>To receive an update on the appointment of an Administrator.</b></p> <p>Cllrs were informed that a number of applicants had applied for the position and that the advert was still open, once closed filtering of applicants would start.</p>
8	<p><b>Date of next meeting.</b></p> <p>This was agreed as Friday 24<sup>th</sup> June 2022 at 3.00 pm in the Town Council offices. The meeting closed at 4.06pm</p>

	Meeting closed: 4.06pm	
	<b>SIGNED</b>	<b>DATE</b>