



## Heybridge Parish Council

Minutes of the meeting of the **PERSONNEL COMMITTEE** of the Parish Council held on **MONDAY 21<sup>st</sup> AUGUST 2017** in the Meeting Room, Plantation Hall, Colchester Road, Heybridge. Due to confidential business, this meeting was not open to the press or members of the public (Public Bodies (Admissions to Meetings) Act 1960, s1(s).)

### PRESENT

**Councillors:** Simon Burwood                      Prof Lew Schnurr (substitute)  
Bernard Hall

**Officers:** Laurie Wiebe – Clerk and RFO

In the Chair: Cllr Burwood

The meeting commenced at 10.27am.

- 17/201**            **Election of Chairman of the Committee**  
It was **RESOLVED** to defer electing a Chairman of the Committee. It was agreed that Cllr Burwood would chair the meeting.
- 17/202**            **Apologies for absence**  
Apologies were received from Cllr Lawson (holiday.)  
  
It was **RESOLVED** to approve the apologies and reasons.
- 17/203**            **Chairman's Announcements**  
There were no announcements.
- 17/204**            **Minutes**  
The minutes of the meeting of the Personnel Committee of the Parish Council held on 11<sup>th</sup> July 2017 were received.  
  
It was **RESOLVED** that the minutes of the meeting of the Personnel Committee of the Parish Council held on 11<sup>th</sup> July 2017 be approved and confirmed.
- 17/205**            **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests.**  
There were none.

17/206

**Position of Town Clerk/RFO**

It was noted that the advertisement for the post was published internally between 9<sup>th</sup> August 2017 and 16<sup>th</sup> August 2017. Cllr Prof Schnurr continued to express his concerns of not advertising the post externally in the first instance.

Members received and considered the one application received. Members used a scoring matrix based on essential person specification as outlined in the recruitment pack. The scoring ranged between 38 and 55.

There was a general discussion regarding provisional probation arrangements for a period subject to conditions which would form any contract for a new Clerk and would be discussed by the Committee at a future meeting.

Members discussed interview arrangements. It was suggested that the interview panel would be two Members of the Personnel Committee and an independent person. It was agreed that that the candidate would be asked to present to the interview panel for a maximum of 15 minutes on the development of the Council's Corporate Plan for the next 5 years.

It was **RESOLVED** that:-

- i) the candidate be shortlisted and invited to attend an interview on Tuesday 12<sup>th</sup> September 2017 including presenting to the panel for a maximum of 15 minutes on the development of the Council's Corporate Plan for the next 5 years;
- ii) the Clerk would arrange for an independent person from Maldon District Council to join the interview panel.

17/207

**Locum Clerk Arrangements**

Members considered any final arrangements for the Locum Clerk. It was noted that the Locum Clerk was willing to begin week beginning 4<sup>th</sup> September 2017 to begin handover arrangements, in particular as the Responsible Finance Officer.

It was **RESOLVED** that the Locum Clerk would begin week beginning 4<sup>th</sup> September 2017 to start handover arrangements.

17/208

**Future Meetings**

The next Personnel Committee meeting of the Parish Council will be held on Thursday 14<sup>th</sup> September 2017 at 10am.

The next Parish Council Meeting will be held on Thursday 21<sup>st</sup> September 2017.

The Chairman closed the meeting at 12:05pm

Signed by Chairman  
DATED:

DATED:

DRAFT