

PERSONNEL COMMITTEE

Local Government Act 1972 section 101 Committee members Cllr Janney Committee Chairman Cllr Harm Cllr Dent Cllr Baker Cllr Truelove

Minutes of meeting held on Friday 1 March 2019 at 18.30hrs

- 1. To record the names of members present. Cllrs Janney, Truelove and Dent. Cllr Harm joined the meeting at 06.40hrs
- 2. To receive apologies for absence Cllr Baker Cllr Harm left the meeting at 20.00hrs
- **3.** To receive Declarations of Interest by any member of the Committee in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. (*Localism Act 2011 Code of Conduct*) *Cllr Janney item 9*
- 4. To note dispensations given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). None.
- **5.** To Discuss and approve the final draft of job description/job specification for proposed vacancy of Assistant clerk; to discuss and approve the wording for job advertisement and discuss and resolve publications and other methods to be used to advertise the vacancy including timing and costings. To resolve arrangements for dealing with applications and selection of candidates for interview. To discuss formulation of questions for interviews, interview panel and potential dates.

a)Job description and Specification to be approved subject to addition of full stops at end of paragraphs 4, 8, 10 and 13, spelling correction at it para 10 (Clerk, not Clark) and substitution of capitals for lower case where using longhand version of CILCA under Education and Training on job specification.

b) Job advertisement discussed and draft prepared.

c) Discussion regarding appropriate publication. Proposals to advertise in Scunthorpe Telegraph (all editions) as well as town Council website, facebook pages (town council, Isle of Axholme Community, Enjoy Epworth,) to produce flyers of the Advert to place on town noticeboard, Co-op and Library and to enquire via Ward councillors about publicising through North Lincolnshire Council notice board/website. Chair via Clerk to obtain costings for newspaper advertising as require approval of full council for expenditure. Consideration to be given to making reference to vacancy in quarterly newsletter if appropriate.

d) Applications. To invite CV and Covering letter. Informal discussion/copy of job description/specification available from the Clerk. Closing date for applications 4pm Friday 29th March and interviews to take place week commencing 27th April.

Clerk: Caroline Maguire 01427 872086 answer phone Mobile: 077343 86628 9 a.m. – 5.00 p.m. Monday – Friday E-mail:epworth.council@btconnect.com

EPWORTH TOWN COUNCIL

Cemetery Lodge Burnham Road Epworth Doncaster North Lincolnshire DN9 1BY



e) Interview panel to comprise if possible Chair of Personnel, Town Clerk and one other member of the personnel committee.

f) Interview questions and template for interview to be discussed at next personnel committee meeting. EPWORTH TOWN COUNCIL

ALL PROPOSED BY CLLR HARM, SECONDED BY CLLR DENT AN Gemetery Lodge Burnham Road Epworth

Doncaster

6. To discuss proposals for storage solutions and resolve appropriate solution to the Lincolnshire recommend to full council. DN9 1BY

It was suggested that Cllr Dent look into the various options including continued use of external hard drives and produce a brief report for the next meeting along with an assessment of the equipment needed for the new clerking arrangements (and including the possible purchase of new office furniture to improve the working environment). It was suggested that this information could be brought to the next personnel meeting for discussion in preparation for making recommendations to full council and seeking approval for the necessary expenditure. PROPOSED BY CLLR JANNEY, SECONDED BY CLLR TRUELOVE AND RESOLVED.

- 7. To consider arrangements for review of council policies, including in particular, those relating to data protection/storage and safeguarding PROPOSED BY CLLR JANNEY AND SECONDED BY CLLR DENT THAT THIS ITEM TO BE DEFFERRED TO NEXT COMMITTEE MEETING. RESOLVED.
- **8.** To receive a copy of the DRAFT Council Structure Discussion Paper for comments

It was accepted that it may not be appropriate to fetter the newly elected council by resolving a new committee structure at this stage, however it was felt that recording some proposals for this based upon current knowledge and experience may assist the newly elected council to deal with this issue within a short time frame following election. It was agreed that the following revised structure (loosely based on the model adopted by Kirton Lindsey which has been tested over almost 12 months would provide a good starting point and should be formally noted by full council.

Reduction to 3 committees as follows-

Committee 1 – Personnel and Grievance

Committee 2 – Finance, Cemetery

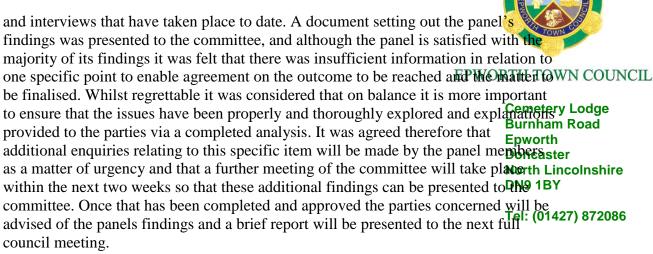
Committee 3 - Environment, Heritage, Planning and other matters relating to the promotion of the town i.e. Britain in bloom etc.

PROPOSED BY CLLR DENT SECONDED BY CLLR TRUELOVE RESOLVED TO PROPOSE TO FULL COUNCIL THAT THESE SUGGESTIONS BE NOTED

9. CONFIDENTIAL ITEM:

Extensive and in depth discussions took place regarding each of the original points raised by the complainant in this matter, with particular reference to the investigation

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PROPOSED BY CLLR JANNEY SECONDED BY CLLR DENT AND RESOLVED.

10. To record the closure of the meeting. 20.35

01.03.19



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