

Castle Bromwich Parish Council

MINUTES OF STAFFING COMMITTEE MEETING

HELD ONLINE via 'ZOOM'

WEDNESDAY 12th AUGUST 2020, 6.30pm



Committee members: Cllrs J MacDonald, Committee Chairman
Mrs A Shaikh Ahmed, Mrs P Allen, S Beechey

Committee quorum is 3 members

Members Present

Cllrs: J MacDonald (Committee Chairman)
Mrs A Shaikh Ahmed, Mrs P Allen, S Beechey

In attendance

Officers: Mrs G Lungley – Support Officer (Host of Meeting)

Non-committee members/Members of the public: none

The meeting was not recorded.

Staffing
20-08/01

Chairman's Welcome

Cllr J MacDonald welcomed everyone to the meeting to shortlist the applicants for the position of Clerk to the Council.

It had been a very hot day and the thundery weather conditions meant the online connection was unstable and the Chairman could not hear the meeting participants; he later joined the meeting on video connection only and by phone for audio purposes.

Staffing
20-08/02

To note apologies for absence

All members were present.

Cllr Mrs Shaikh Ahmed apologised but would have to leave the meeting early.

Staffing
20-08/03

To receive members' declarations of disclosable interests

None received.

Staffing
20-08/04

To consider any dispensation requests if any

None received

Staffing
20-08/05

Public Question Time - To hear from members of the public

Not required

Staffing
20-08/06

To consider the minutes of the meeting held 22/06/2020 for approval

Approval of the minutes of the previous meeting was not considered.

Staffing
20-08/07

To resolve to close the meeting to members of the public via the Public Bodies (Admission to Meetings) Act 1960, to allow for discussion of confidential matters.

The meeting was closed to the public

Staffing
20-08/08

To review all applications received for the vacant position of Clerk to the Council / Responsible Financial Officer and identify which applicant to invite for interview.

The vacancy had been advertised via WMJobs and Indeed.com, resulting in 116 requests for the application pack and 18 completed applications. The Committee had been provided with a copy of each application and agreed on the three most likely candidates to invite for interview.

Staffing
20-08/09

To agree the format of interview and questions to be asked

Members agreed the questions to be asked, and as indicated in the application pack, the candidates would be invited to give a 10-minute presentation.

Staffing
20-08/10

To agree the members of the interview panel

Members agreed to three interviewers being Cllr Mrs Allen, Cllr Mrs Shaikh Ahmed and Cllr S Beechey; the Chairman would not be part of the panel but would be available should an adjudicator be required.

The Support Officer would facilitate on the day/s.

Staffing
20-08/11

To agree the date/s of interview, time and venue

Members agreed to meet for interview on either / both Monday 17th August starting at 9.30am at 90 minute intervals and, if required, Tuesday 18th August in the afternoon. The interviews would be held in Arden Hall with appropriate social distancing and Covid-19 safety measures being observed.

Cllr Mrs A Shaikh Ahmed left the meeting: 7.10pm.

Staffing
20-08/12

To agree the reporting procedure

It was agreed to meet again on Wednesday 19th August to confirm the result of the interviews and to hopefully agree the appointment of the new Clerk.

Staffing
20-08/13

Date and time of next meeting of this committee

Wednesday 19th August, 6.30pm via online (Zoom)

This meeting ended at 7.15pm

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Signed as a true record of the business transacted
Chairman, Staffing Committee

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Dated