

Castle Bromwich Parish Council

MINUTES OF STAFFING COMMITTEE MEETING

HELD ONLINE via 'ZOOM'

WEDNESDAY 19th 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

In attendance

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

Non-committee members/Members of the public: none

The meeting was not electronically recorded.

Staffing
20-08/14

Chairman's Welcome

Cllr J MacDonald welcomed everyone to the meeting to review the feedback from the interviews held for the position of Clerk to the Council.

Staffing
20-08/15

To note apologies for absence

Cllr S Beechey (work commitments)

Staffing
20-08/16

To receive members' declarations of disclosable interests

None received.

Staffing
20-08/17

To consider any dispensation requests if any

None received

Staffing
20-08/18

Public Question Time - To hear from members of the public

Not required

Staffing
20-08/19

To consider the minutes of the meeting held 12/08/2020 for approval

The minutes of the previous meeting held 12/08/2020 were approved.

Staffing
20-08/20

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
20-08/21

To review the interviews held 17th and 18th August and agree upon the favoured candidate for the position of Clerk to the Council, for recommendation to Council.

Cllrs Mrs P Allen and S Beechey had interviewed the three candidates with Mrs Lungley in attendance as facilitator. Each candidate had been asked to start the interview with a 10-minute presentation on the subject of 'The challenges facing town and parish councils this year and how you would deal with them at Castle Bromwich', which was followed by a dozen questions put by the councillors.

Comments made by Cllr S Beechey in the debrief after the third interview were put to this meeting along with Cllr Mrs Allen's observations. From the interview presentation content and delivery and based on the responses to the questions, both members agreed the same choice of candidate.

The committee members had reviewed all the applications and in the light of the interviewers' comments, the committee agreed to recommend the favoured candidate to the Extraordinary meeting of the Council on 26/08/2020.

Staffing
20-08/22

To review and agree the terms of the Clerk's contract of employment.

The content of the Clerk's proposed contract had been sanctioned by Peninsula, HR consultants and would be forwarded to the Council's Extraordinary meeting on the following week.

Staffing
20-08/23

Date and time of next meeting of this committee

To be notified. Appropriate Terms of Reference have yet to be confirmed.

This meeting ended at 7.20pm

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

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Dated

DRAFT