

**CONFIDENTIAL Minutes of the meeting of Wolverton and Greenleys Town Council
Personnel Committee on Thursday 18th March 2021 at 7pm. Held virtually**

Councillors Present: Cllrs Saunders, Forbes and Hussain
ATTENDEES: Interim Clerk Karen Hill
Absent: Cllrs Bamasile and Khan

The meeting started at 19.03pm

DUE TO THE HIGHLY CONFIDENTIAL NATURE OF THE MATTERS 1 & 2 IN THIS MEETING THE RECORD WILL NOT RECORD ANY DISCUSSION THAT TOOK PLACE JUST THE DECISIONS TAKEN

PE20/9	Apologies for absence: Cllr Riaz (personal)
PE20/10	Declaration of Interest on any matter on the agenda: None
PE20/11	Minutes: To agree the minutes of the Personnel Committee Meeting held on 23 rd November 2020 [Clerk's note: It was established that this meeting never took place due to there not being a clerk available]
PE20/12	Public Question Time: Members of the public to ask questions on any matters dealt with by Personnel Committee. (Questions must be submitted in advance in accordance with the Council's Standing Orders). There were no questions raised and no members of the public present.
PE20/13	It was agreed to exclude the press and public due to the confidential nature of the business to be discussed under the Public Bodies (Admissions to meetings) Act 1960 S1(2)
PE20/14	Staffing issue 1 Councillor Hussain updated those present on the matter. It was agreed unanimously that Cllr Hussain would take the matter forward with the full support of the Town Council.
PE20/15	Staffing issue 2 The Interim Clerk updated those present on the matter. It was agreed unanimously that the Interim Clerk would take the matter forward with the full support of the Town Council.
PE20/16	To discuss recruitment process for a Clerk Cllrs had read through the paperwork sent through from the Clerk Cllr Saunders had proofread the job description and found several errors to be rectified. ACTION: Clerk to amend document and tidy up format. Cllr Forbes had proofread the job application form and suggested that a better question to ask in place of asking the applicant what motivated them to apply for the job would be What can you bring to Wolverton and Greenleys Town Council. Agreed by all present. ACTION: Clerk to amend document. Cllr Saunders mentioned that in "Other details" on the form the references to EU need replacing. Agreed by all present ACTION: Clerk to amend document and tidy up format of the application form Cllr Saunders mentioned that in "Convictions" on the form the references to declaration of unspent and spent convictions needs to be checked for the level of risk attached to the job . Agreed by all present ACTION: Clerk to check and amend document as necessary Cllr Saunders asked that Personal details be on the first page of the application form. Agreed by all present.

	<p>ACTION: Clerk to amend document and tidy up format of the application form</p> <p>ACTION: arising from discussions the Clerk to verify with SLCC the SSP level range of the job for entry level.</p> <p>ACTION: Clerk to amend job evaluation to reflect updated population of the parish and skills commensurate with what is needed.</p>
PE20/17	<p>Advertisement of the post and deadlines</p> <p>Agree to advertise with SLCC for 2 weeks at £195.00 + VAT under the silver option which includes advertisement on website, through their media (75k followers) and in the magazine</p> <p>Proposed Cllr Saunders Seconded Cllr Forbes. All in favour. Motion passed.</p> <p>ACTION: Interim clerk to take this forward</p> <p>Agree to place advertisement to run w/c 29/3 and 5/4</p> <p>Proposed Cllr Saunders Seconded Cllr Forbes. All in favour. Motion passed.</p> <p>ACTION: Interim clerk to take this forward</p> <p>It was also agreed to</p> <ol style="list-style-type: none"> 1. allow the Interim Clerk to advertise the vacancy through the Bucks SLCC clerks' forum 2. place the advertisement on the Town Council website and in social media platforms 3. Clerk to connect with neighbouring counties <p>ACTION: Interim clerk to take this forward as well as drawing up an advertisement and application pack.</p>
PE20/18	<p>Timelines for applicant closure and interviewing</p> <p>To agree that all applications must be in by 5pm Sunday 18th April 2021</p> <p>Proposed Cllr Saunders Seconded Cllr Hussain. All in favour. Motion passed.</p> <p>ACTION: Interim clerk to take this forward</p> <p>To agree that all successful applications will be screened by members of the Personnel committee after being graded according to job evaluation sheet.</p> <p>Proposed Cllr Saunders Seconded Cllr Forbes. All in favour. Motion passed.</p> <p>ACTION: Interim clerk to take this forward</p> <p>To agree that all successful applicants will be interviewed on Friday 23 April 2021 in the Town Hall. Times to be agreed between interview panel</p> <p>Proposed Cllr Saunders Seconded Cllr Hussain. All in favour. Motion passed.</p> <p>ACTION: Interim clerk to take this forward</p> <p>To agree to an interview panel</p> <p>Proposed that the Chair of the Town Council Cllr Moss, Cllr Forbes Vice Chair of the Personnel committee and the interim Clerk form the interview panel with Cllr Saunders as a "meet and greeter" of applicants.</p> <p>Proposed Cllr Saunders Seconded Cllr Hussain. All in favour. Motion passed.</p> <p>ACTION: Interim clerk to take this forward</p> <p>It was agreed that the applicants chosen for interview will be asked to do a presentation and compose a written report on a subject to be chosen at a later stage.</p>

There being no further business to discuss, the meeting closed at 20.53pm

Accepted as a true and accurate record of the meeting

SIGNED: Chair of Committee **DATE:**