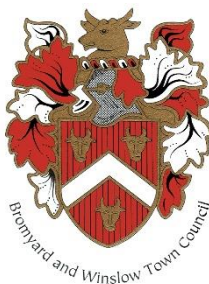


# BROMYARD & WINSLOW TOWN COUNCIL



MINUTES  
S19/37– S19/42

## Staffing Committee

Minutes of a meeting held on  
**Thursday 8<sup>th</sup> August 2019**  
at 3pm in the Council Chamber, Council Offices, Bromyard.

**\*UNTIL NEXT MEETING OF THE STAFFING COMMITTEE  
THESE MINUTES HAVE NOT BEEN RATIFIED\***

**Present:** Cllrs Pettitt (Chair) Brunsdon, Churchill, Cooper, Franklin and Page.

**In attendance:** Karen Mitchell - Town Clerk (TC)

**S19/37 Apologies for absence**

All Members present.

**S19/38 Declarations of interest and written requests for dispensation**

None declared at this point in the meeting.

**S19/39 Minutes**

The Minutes of the meeting held on 16<sup>th</sup> July 2019 were confirmed as a correct record and signed by the Chairman.

**S19/40 Terms of Reference**

Members reviewed the Terms of Reference for the Staffing Committee and **IT WAS RESOLVED** to recommend the Terms of Reference as presented, to Full Council for adoption.

**S19/41 Confidential Items:**

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960) **IT WAS RESOLVED:** that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of employment matters.

**S19/42 Staffing Matters**

**1. Deputy Town Clerk vacancy**

1.1 Members review the following draft papers associated with the recruitment of the Deputy Clerk and made a number of amendments to all three documents.

- Job Description
- Person specification
- Advertisement

**IT WAS RESOLVED** that the above draft documents, as amended be approved for use in the recruitment process.

1.2 Agreement of key dates for recruitment

**IT WAS RESOLVED** to agree the following key dates for the recruitment process.

- Closing date of receipt of applications – 30<sup>th</sup> August 2019
- Short listing – 4<sup>th</sup> September 2019  
Panel members: Cllr G Churchill, Cllr S Brunson and the Town Clerk
- Interview date – 17<sup>th</sup> September 2019  
Panel members: Cllr R Page, Cllr H Pettitt and Cllr M Franklin
- Extraordinary Full Council meeting to be held on 23<sup>rd</sup> September to consider the Staffing Committee’s recommendation for the appointment.
- Start date – to be agreed.

2. **To confirm the completion of the Administration Officer’s 13 week probationary period.**

The Clerk reported on the Administration Officer’s probationary review.

Members noted concerns raised by the Administration Officer regarding behaviour which was felt to be detrimental to Officer wellbeing and a potential breach of the Code of Conduct.

**IT WAS RESOLVED** that following the successful completion of the Administration Officer’s probationary review, she be confirmed in post.

Meeting closed at 4.46pm