

**MINUTES OF THE WOODHALL SPA PARISH COUNCIL PERSONNEL
COMMITTEE MEETING HELD ON THURSDAY 20TH APRIL 2017 AT 11.00AM IN
THE COUNCIL CHAMBER, STANHOPE AVENUE**

PRESENT

Councillors: D Clarke (Chairman) T Clapton and S Williams

IN ATTENDANCE

A Bushell (Parish Clerk)

145/17 APOLOGIES FOR ABSENCE WITH REASON GIVEN

Apologies with reason given were received and accepted from Cllr Sanderson.

146/17 DECLARATION OF MEMBERS' INTERESTS

There were no disclosable pecuniary interests declared in matters on the agenda, which had not already been declared to the Monitoring Officer at ELDC.

**147/17 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON
THE AGENDA**

There were no requests for dispensations.

**148/17 NOTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 2ND
MARCH 2017 TO BE APPROVED AS THE MINUTES**

It was proposed, seconded and unanimously RESOLVED to accept the notes as being a true record of the meeting. The Chairman signed the notes.

**149/17 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS
OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES**

32/17 Damaged memorial: The Clerk had been unable to trace the owners of the damaged headstone, but she had written to the last address that was on file, and asked if they had any information about the family. No response had been received, but she had asked them to get back to her by the end of April, so it was agreed that the Clerk would report back at the next Personnel Committee meeting.

**150/17 TO CONFIRM THE ARRANGEMENTS FOR APPOINTING A NEW PARISH
CLERK AND RESPONSIBLE FINANCIAL OFFICER**

The Chairman explained that the vacancy had already been advertised on the LALC Clerk's e-group due to timescales as the Parish Council needed to try and get someone in the post as soon after the 12th May as possible. The Committee ran through the Job Vacancy Advert, Job Description, Personal Specification and application form and made no changes to these documents.

After discussion the following arrangements were agreed:

- a. Not to advertise the vacancy in the local press at the current time.
- b. Shortlisting of candidates for interview would be done at the Personnel Committee meeting on 4th May
- c. The interview panel would comprise of Cllrs D Clarke, T Clapton, R Sanderson, and the Vice Chairman Cllr A Wilson would be asked if he wanted to be involved.
- d. The Personnel Committee at the meeting on 4th May would come up with a plan to deal with a period without a Parish Clerk, but the aim was to make this period as short as possible

- e. The pay scale offered for the post would be between SCP 20 – 23 dependent on qualification and experience.
- f. Interview questions would be sent out to Committee members to read outside the meeting and submit comments.
- g. Interviews would take place on Thursday 11th May.
- h. A copy of the current Clerk's contract of employment would be sent to the Chairman, and it was suggested that the Parish Council consider extending the notice period in the new Clerk's contract of employment because 1 month was insufficient time to advertise the post and find a suitable replacement.
- i. References would be sought after interviews had taken place and a conditional offer subject to satisfactory references would be made at the Parish Council meeting on 16th May.
- j. LALC would be contacted to enquire whether the Council was allowed to ask a candidate if they had a criminal record.

The Chairman declared the meeting closed at 12.15pm.