

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE (ONLY) MEETING OF
BARTON-LE-CLAY PARISH COUNCIL HELD AT BARTON-LE-CLAY VILLAGE HALL
ON MONDAY 10th JULY 2017 COMMENCING AT 10.10PM**

Present: Councillors Mr J. Roberts (Chair), Mrs B. Thomas (Vice-Chair), Mr D. Gunter, Mr J. Selley and Mr L. Davison-Williams.

Apologies: Councillor Mr D. Gunter.

Minutes: Mrs A. Merryweather (Clerk)

17/144.1 Review of applications for temporary and permanent vacancies

Temporary Candidates – The two candidates' applications were reviewed but only one was deemed suitable.

Cllr Roberts put forward an interim arrangement that the Council's part-time Groundsman be asked to cover playground inspections & legionella testing and that contractors could be contacted to carry out adhoc work when required, which was accepted by the committee.

Permanent Candidates – The permanent candidates' applications were discussed and 3 were deemed suitable for interview.

17/144.2 Consideration of interview format and agree candidates

Cllr Roberts believed that 2 interviewers were sufficient to complete the process.

Temporary Candidates – Cllr Roberts recommended to interview [REDACTED] asap for part-time cover of a minimum of 20 hours per week.

Permanent Candidates – After review of the applications, Cllr Roberts recommended to see all 3 candidates that applied for interview.

Cllr Thomas requested that an interview question be included regarding good communication skills to approach the public at the Burial Ground and Sports Pavilion and explain how they have dealt with an a difficult experience. **ACTION: Clerk to include a question on communications at interview.**

17/144.3 Approval of interviewers and agree dates

Cllr Roberts has extensive HR Executive experience volunteered his interview services and requested that the Clerk, as line-manager, should also attend. Due to the key nature of the role interviews to be carried out as soon as possible.

Cllr Davison-Williams requested Cllr Roberts and the Clerk carry out the interviews in the next 2 days. **ACTION: Clerk to invite 4 candidates to interviews on Tuesday 11th July /Wednesday 12th July 2017.**

17/144.4 Delegation of authority to the Clerk to send contracts out to selected candidates and request references

After discussion Cllr Davison-Williams PROPOSED that Cllr Roberts and the Clerk conduct interviews of the 4 candidates selected for the vacancies between 11th & 12th July, to submit appointment recommendations to be ratified at P&P Committee and take up references, then to P & R Committee to agree the Salary. **SECONDED** by Cllr Selley and **UNANIMOUSLY CARRIED**.

The meeting closed at 10.35pm.

