



Seaford Town Council

Minutes of a **Meeting** of the **Personnel Sub-Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Tuesday 26th August 2014** at **7.00pm**.

Present:

Councillor M Brown (Chairman)

Councillors S Adeniji (Vice-Chairman), R E Allen and S Dunn.

Chris Rolley – Chris Rolley Associates

Miss Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)

No members of the public.

P5/08/14 Apologies

Apologies for absence were received from Councillor Alan Latham.

P6/08/14 Disclosure of Interests

There was no Disclosure of Interests as defined under the Seaford Town Council Code of Conduct or the Localism Act 2011, in relation to the agenda.

P7/08/14 Public Participation

There was no public participation.

P8/08/14 Minutes

It was **RESOLVED** to **NOTE** that the minutes of the Personnel Sub-Committee meeting on 29th July 2014 were signed and **APPROVED** by the Mayor at the Full Council meeting on 21st August 2014.

P9/08/14 Appointment of New Town Clerk

Members considered report 105/14.

P9.1 Members **RESOLVED** to **AGREE** the timeline for the recruitment process as follows:

Advertisement	from 1 st September
Closing Date	Friday 26 th September
Selection Scoring	w/c 29 th September (Chris Rolley Associates)
Confirmation of Selection	Tuesday 7 th October (Personnel Committee)
Interview Date	Tuesday 28 th October
Approval by Full Council	Thursday 6 th November

P9.2 Chris Rolley requested to address the members of the meeting in a confidential matter.

P9.3 It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the meeting, with the exception of Chris Rolley of Chris Rolley Associates, during the remainder of the discussion on item 5 as the item concerns confidential discussions regarding the recruitment process.

(The Chairman suspended Standing Orders, namely standing order 11 a and b, to allow members to conduct a rescission of previous resolutions; this being reviews of the job description and contract of employment.)

P9.5 It was **RESOLVED** that the Mayor and Chris Rolley have an early meeting with the Interim Town Clerk to advise of the recruitment process, to establish his likely intentions, and to make clear that the Council would welcome an application from him to be considered objectively against any others received from the public advertising.

JOB DESCRIPTION

P9.7 It was **RESOLVED** to **APPROVE** the job description as attached to the report, with the following amendments:

#2: removal of second 'overall'

#14: addition of '...as required and directed.'

#19: addition of '...as a representative of the Council as required and directed.'

CONTRACT OF EMPLOYMENT

P9.9 It was **RESOLVED** to **APPROVE** the Contract of Employment as attached to the report, with the following amendments:

#13.1: addition of '...in accordance with the Council's Time Off In Lieu Policy.'

#14.1: addition of 'The leave year running 1st April to 31st March.'

#16.2: addition of '...Council's sickness policy and as set out in this contract of employment.'

#9.3: dependent on report back from Mr Rolley with regards to the availability and relevance of the qualifications contained therein.

PERSON SPECIFICATION

P9.10 It was **RESOLVED** to **APPROVE** the person specification as attached to the report, with the following amendments:

Management: addition of 'Proven staff management experience and an ability to organise and manage resources effectively.'

Other: transfer from Essential to Desirable of ‘Current driving licence and car owner’.

APPLICATION FORM

P9.13 It was **RESOLVED** to **APPROVE** the application form as attached to the report, with the following amendments:

Introduction: addition of ‘Please use extra sheets if necessary to ensure satisfactory information is provided.’

Final Page: removal of ‘Sussex’ from Society of Local Council Clerks in the final text box.

ADVERT

(A draft advert as written by Chris Rolley was circulated to the members.)

P9.14 It was **RESOLVED** to **APPROVE** the advert as circulated to the members with one amendment; the addition of ‘plus superannuation’.

The meeting closed at 8.31pm.

Councillor Mark Brown
Chairman of the Personnel Sub-Committee