



Seaford Town Council

MINUTES of a Meeting of the Personnel Committee held via Zoom on **Wednesday 14th October 2020** at 7.00pm.

Present:

Councillors J Edson (Chair) and D Argent (Vice-Chair)
Councillors J Cash, O Honeyman, R Honeyman, R Morland and R Reed.
Isabelle Mouland, Assistant Town Clerk
Georgia Raeburn, Executive Support Officer
There were no members of the public

PE08/10/20 Apologies for Absence

There were no apologies for absence,

PE09/10/20 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

PE10/10/20 Exclusion of the Press & Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the remainder of the meeting as the remaining items concerned confidential employment details.

PE11/10/20 Town Clerk Recruitment – Shortlisting & Interview Preparations EXEMPT

The Committee considered exempt report 77/20 seeking the Committees decisions on the next stages of the Town Clerk recruitment surrounding shortlisting and interview preparations.

The Committee discussed each aspect of the report in great depth.

- PE11.1** It was **RESOLVED** to **AGREE** the shortlisting scores for each candidate as discussed in the meeting.
- PE11.2** It was **RESOLVED** to **AGREE** to invite candidates 3, 5, 9 and 11 for first stage interview.
- PE11.3** It was **RESOLVED** to **APPROVE** the outline interview format for first and second stage interviews with the amendments as discussed.
- PE11.4** It was **RESOLVED** to **ASSIGN** members of the Personnel Committee to the two recruitment panels, with chosen lead members, as discussed in the meeting.
- PE11.5** It was **RESOLVED** to **AGREE** the interview questions to be used.
- PE11.6** It was **RESOLVED** to **DELEGATE** to officers, in accordance with the choice of recruitment panel members, to invite chosen candidates to a second stage interview.
- PE11.7** It was **RESOLVED** to **AGREE** a further meeting of the Personnel Committee being held on Wednesday 28th October at 7pm.

PE12/10/20 Job Support Scheme EXEMPT

The Committee considered exempt report 78/20 regarding the Government's recently announced Job Support Scheme.

It was **RESOLVED** to **NOTE** the contents of the report.


(9.02pm – The Executive Support Officer left the meeting)

PE13/10/20 Executive Support Officer – Temporary Change to Contractual Hours EXEMPT

The Committee considered exempt report 76/20 presenting a request to temporarily increase the contractual hours of work for the post of Executive Support Officer.

It was **RESOLVED** to **RECOMMEND** that Full Council approves increasing the Executive Support Officer's contractual hours of work to 30 hours per week temporarily, from 1st November 2020 to 31st March 2021.

The meeting closed at 9.17pm.


Councillor John Edson
Chair