

DEREHAM TOWN COUNCIL

3rd September 2019

At a meeting of the **Personnel** Committee held in the Assembly Rooms on Tuesday 3rd September 2019.

Present Councillors H King (Chairman), C Bunting, S Green, L Grey and L Monument.

Also present: Town Clerk Tony Needham and Deputy Town Clerk Jillian Barron.

1. **To receive apologies for absence.**
Apologies for absence were received from Councillor A Brooks.
2. **Declaration of Interest.**
There were no declarations of interest.
3. **To elect a Chairman.**

Councillor L Monument proposed Councillor H King, seconded by Councillor K Grey. There were no other nominations, it was agreed that Councillor H King be Chairman of the Personnel Committee.

Councillor H King took the chair.

4. **To elect a Vice Chairman.**

Councillor L Monument proposed Councillor S Green, seconded by Councillor K Grey. There were no other nominations, it was agreed that Councillor S Green be Vice Chairman of the Personnel Committee.

5. **Exclusion of Press & Public**

Proposed by Councillor L Monument seconded by Councillor S Green it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

6. **To consider recruitment for Admin Position.**

The committee recommended that the Town Council continue with their own recruiting of staff, if this proves to be unsuccessful then using a recruitment agency would be considered.

The committee made some minor amendments to the job description and job specification. The vacancy will be advertised on the Town Council website, Facebook Job Search, EDP and Job Centre.

The committee recommended the following recruitment procedure:

- Initial short listing
- Interview to select for second interview
- Second interview to include visit to office and task
- Final decision

Chairman