

MINUTES OF PERSONNEL COMMITTEE MEETING FAIRBURN PARISH COUNCIL

Wednesday 29th March 2023, 7 pm at Fairburn Community Centre,
North Road, Fairburn, North Yorkshire, WF11 9LA

The meeting opened at 7:00pm

Present: Cllr Edwards, Cllr Kos (Proper Officer), Cllr Baker and Cllr Emery (remotely for part of meeting). No member of the public.

MINUTES

Meeting started at 7 pm.

03/23/16 Welcome & Public participation period

Council to receive comments on agenda items received from electors.
No electors in attendance.

03/23/17 Apologies

i) Council to receive apologies and note reasons for absence from members;
ii) to consider to accept the reasons for absence.
Cllr Emery at work, but contacted remotely for part of the meeting.

03/23/18 Declarations of Interest

a) To receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted.
b) To consider any dispensation requests received.
No declarations of interest or dispensations.

03/23/19 To appoint a chair of the Personnel Committee

Resolution: to appoint Cllr Emery as Chair of the Personnel Committee

03/23/20 To approve the recruitment process for the clerk position that is currently out on advert, including:

a) Recruitment panel
2 people to interview, Tim to meet and greet
b) Shortlisting process
to interview all candidates
c) Timescales, interviews to be held Tuesday 11th April 40 minutes for each,
6.30 pm, 7.10 pm, 7.50pm
d) Recruitment questions
Questions designed, to send out to members for review
e) Line management responsibility, if a new clerk is appointed
Cllr Emery to be line manager

03/23/21 Councillors' Reports

To take and note any points of immediate interest from councillors, none at this time.

03/23/22 Items for the next agenda

To take suggestions for agenda items, none at this time.

03/23/23 Date of next meeting – Wednesday 17th April 2023 - 7pm at Fairburn Community Centre

The meeting closed at 7.50pm