

**FILEY TOWN COUNCIL**  
**STAFFING COMMITTEE MEETING**  
**HELD ON THURSDAY 13 APRIL 2017 AT 10.00AM**

Present: Cllr Susan Bosomworth (Chairman), Cllr D Glanvill, Cllr J Meek, Cllr J Thurston  
Mrs G Robinson, Town Clerk  
Also present: Cllr R Walker

The Chairman welcomed members of the committee to the meeting and also welcomed Cllr Walker as a substitute interview panel member.

**NOTICE OF MEETING**

**RESOLVED: That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972. 322/017**

**APOLOGIES**

Cllr R Horley (personal) and Cllr J Shackleton (holiday) had sent their apologies to the meeting. It was:

**RESOLVED: That the above apologies be duly noted. 323/017**

**RESOLVED: That the above reasons for absence be accepted. 324/017**

**DECLARATIONS OF INTEREST**

The Chairman reminded members of the need to consider whether they needed to declare a disclosable pecuniary interest (DPI) or personal interest as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct and reminded Members that they could make a declaration of interest at any point in the meeting. It was

**RESOLVED: That it be noted no declarations of interest were received. 325/017**

*The Chairman requested that Agenda Items 6 & 7 be brought forward in the meeting.*

**THE PENSIONS REGULATOR**

The Clerk informed members that she had submitted the Declaration of Compliance for Filey Town Council to the Pensions Regulator on 14 March 2017 and acknowledgement of receipt had been received. It was noted that the submission had been completed before the required deadline in June 2017. The Clerk stated that this document needed to be reviewed every three years and on a regular basis should there be any changes to automatic enrolment. It was

**RESOLVED: That the Town Council's Declaration of Compliance to The Pensions Regulator be noted. 326/017**

**STAFF UPDATE**

The Clerk stated that the staff appraisals were due and members agreed that these should be carried out by the incoming Clerk. Cllr Bosomworth praised the admin team on how hard they were working at the moment but always remained constantly professional. The Clerk stated that she would undertake further training with staff on the Microsoft Office 365 software. Members asked if the router could be updated to achieve faster broadband speeds and it was

**RESOLVED: That a recommendation be made to the Finance & General Purposes Committee to investigate the cost of upgrading the router for improved broadband speed for the council offices. 327/017**

**EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public are excluded for the following item(s) of business in view of the confidential nature of engagement and terms of service of employees. 328/017**

**RECRUITMENT AND SELECTION – TOWN CLERK/RFO**

Recruitment and Selection Training Notes

The Clerk had previously circulated a copy of the recruitment and selection training notes for member's approval and it was

**RESOLVED: That the recruitment and selection training notes be accepted. 329/017**

Staffing Committee Meeting held on 13 April 2017 continued

**RECRUITMENT AND SELECTION – TOWN CLERK/RFO continued.**

Shortlist of applicants – Town Clerk/RFO

The Clerk supplied members with copies of all applications received for the position of Town Clerk/RFO to select a shortlist against the selection criteria.

*The Clerk left the room at 10.20am whilst members made their selection.*

*Cllr Richard Walker declared a personal interest in one of the applications and left the room whilst this application was being considered.*

The Clerk was requested to return to the room at 13.40pm and was supplied with the details of the shortlisted candidates and the format and schedule of the interviews were finalised. It was

**RESOLVED: That Cllr R Walker's personal interest be noted.** 330/017

**RESOLVED: That four shortlisted candidates be invited to attend for interview on 4<sup>th</sup>/5<sup>th</sup> May 2017 as per the agreed format and schedule for the interviews.** 331/017

**DATE AND TIME OF NEXT MEETING**

The Chairman stated that she would like to hold a meeting on Tuesday 2 May 2017 at 2.00pm for members to update themselves prior to the interviews being held on 4<sup>th</sup>/5<sup>th</sup> May 2017. It was

**RESOLVED: That the next meeting of the Staffing Committee be held on the above date and time.** 332/017

*The meeting closed at 13.55pm*

**Cllr Susan Bosomworth**  
Chairman  
Staffing Committee