

**FILEY TOWN COUNCIL**  
**STAFFING COMMITTEE MEETING**  
**HELD ON THURSDAY 2 MARCH 2017 AT 10.00AM**

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

The Chairman welcomed members of the committee to the meeting and welcomed Cllr Casey and Cllr Walker and thanked them for attending.

**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.** 201/017

**APOLOGIES**

It was noted that all Committee members were present at the meeting. It was:

**RESOLVED: That the above information be noted.** 202/017

**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.** 203/017

**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.** 204/017

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

Recruitment and Selection Policy

The Clerk had previously circulated a copy of a draft recruitment and selection policy for member's approval and after discussion it was

**RESOLVED: That a recommendation be made to full council that the draft Recruitment and Selection Policy (copy hereto) be adopted.** 205/017

Job Description – Town Clerk/RFO

The Clerk had previously circulated a copy of a revised job description with changes highlighted in yellow for member's approval and after consideration of each item it was

**RESOLVED: That a recommendation be made to full council that the revised Job Description (as highlighted in yellow) for the Town Clerk/RFO position be accepted.** 206/017

Person Specification – Town Clerk/RFO

The Clerk had previously circulated a draft person specification for the Town Clerk/RFO position for member's approval. Members went through in detail both the essential and preferred specifications and made some changes. It was noted that this document would form the criteria for selection which would be based on the relevant knowledge, skills, experience and competencies required to carry out the role as described in the up to date job description and person specification as outlined in the Recruitment and Selection Policy. It was

**RESOLVED: That a recommendation be made to full council that the revised Person Specification as agreed by the Staffing Committee be accepted.** 207/017

Draft Advertisement – Town Clerk/RFO

The Clerk had previously circulated a draft advertisement for the position of Town Clerk/RFO for member's approval and with one amendment being requested and a revision to the dates it was

**RESOLVED: That the contents of the advertisement for the Town Clerk/RFO position be checked with the Yorkshire Local Council Association.** 208/017

Staffing Committee Meeting held on 2 March 2017 continued

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

Draft Advertisement – Town Clerk/RFO continued

**RESOLVED: That a recommendation be made to full council that once the Yorkshire Local Councils Association have given approval, the advertisement for the Town Clerk/RFO be placed in the Yorkshire Post, circulated by the Yorkshire Local Council Association, circulated by the Society of Local Council Clerks and placed on the Town Council's website with costs being utilised from the Staffing Contingency Reserve. 209/017**

Schedule of Recruitment and Selection

The Clerk had previously circulated a schedule for the recruitment and selection process for the position of Town Clerk/RFO for member's approval and following discussion regarding the dates and the format of the interview which would comprise of both informal and formal interviews and written and presentational tests. It was

**RESOLVED: That a recommendation be made to full council that the schedule of recruitment and selection be accepted. 210/017**

**RESOLVED: That the formal interview panel for candidates would comprise of Cllr S Bosomworth (Chair of Staffing Committee), Cllr D Glanvill (Vice Chair of Staffing Committee), Cllr J Shackleton and Cllr J Thurston with Cllr R Horley and Cllr R Walker being available as substitute members if required and all members of the Town Council being involved in the informal presentations from candidates. 211/017**

Training for Staffing Committee Members

The Clerk informed members that the Borough Council could provide recruitment and selection training for members of the Staffing Committee at an approx cost of £289.25 and this was thought to be essential by members and in line with the recruitment and selection policy. It was

**RESOLVED: That the Clerk be requested to arrange the recruitment and selection training preferably for week commencing 27 March 2017. 212/017**

**STAFF UPDATE**

The Clerk stated there were no matters to report It was

**RESOLVED: That this information be noted. 213/017**

*The meeting closed at 11.10am*

**Cllr Susan Bosomworth**  
Chairman  
Staffing Committee

