

FILEY TOWN COUNCIL
STAFFING COMMITTEE MEETING
HELD ON FRIDAY 5 MAY 2017 AT 2.50PM

Present: Cllr Susan Bosomworth (Chairman), Cllr D Glanvill, Cllr J Thurston, Cllr J Shackleton,
Mrs G Robinson, Town Clerk
Also present: Cllr Richard Walker (substitute panel member)

The Chairman welcomed members of the committee to the meeting.

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. **346/017**

APOLOGIES

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

RESOLVED: That the above apologies be duly noted. **347/017**

RESOLVED: That the above reasons for absence be accepted. **348/017**

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. **349/017**

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. **350/017**

RECRUITMENT AND SELECTION – TOWN CLERK/RFO

Recruitment and Selection Process

Members of the interview panel, Cllr Susan Bosomworth, Cllr Diane Glanvill, Cllr John Thurston and Cllr John Shackleton discussed each candidate in detail following the interview process held on 4th/5th May 2017 and considered each candidate's presentation, computer skills tests and formal interview. After much discussion Councillor John Shackleton made the following proposal which was duly seconded by Cllr Diane Glanvill and was unanimously agreed:

RESOLVED: That a recommendation be made to full council that a verbal offer to Candidate 1 be made for the position of Filey Town Clerk/Responsible Financial Officer subject to:

- the receipt of two satisfactory written references being obtained
- the appointment being subject to a six-month probationary period
- a pre-employment medical questionnaire to be completed
- a starting salary of NJC Salary Scale SPC 31 to be offered
- a commencement date to be agreed following the receipt of satisfactory references and medical questionnaire.

351/017

Members considered that no other candidate was suitable as a reserve candidate.

RESOLVED: That the above information be noted. **352/017**

The Chairman, Cllr Susan Bosomworth thanked all members of the interview panel for their time over the past two days and the Clerk for setting up the interview process. It was

RESOLVED: That the above information be noted. **353/017**

The meeting closed at 3.22pm

Cllr Susan Bosomworth
Chairman
Staffing Committee