



Tockwith with Wilstrop Parish Council

North Yorkshire

www.tockwith.gov.uk

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Draft Minutes of the HR/Staffing Committee Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 6.30pm on Friday 4th October 2024 in the Back Room at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.

To be approved at the next meeting of the HR & Staffing Committee.

Present: Cllr Arnold Warneken (Chairman), Cllr Alex Marsh, Cllr Stuart McHenry, Cllr Helen Algar, Cllr Kriston Wright.

Apologies: Cllrs Simon Blake and Ed Harrison.

Guests: None.

In attendance: Deborah Marshall (Clerk to the Parish Council)

There were no members of the public in attendance.

DRAFT MINUTES

1.	<u>Apologies</u>
i	To note any apologies received Apologies had been received from Cllrs Blake and Harrison.
ii	To approve any reasons for absence submitted for consideration RESOLVED: That the reasons for absence submitted by Cllrs Blake and Harrison be accepted.
2.	<u>To Note any Declarations of Interest:</u>
i.	To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests in the business to be transacted at this meeting None received.
ii	To approve any dispensation requests received None.
3.	<u>Public Open Forum</u> There were no members of the public in attendance.
4.	<u>Vacancy for Clerk/RFO</u> Due to the confidential nature of the business to be discussed at this meeting, the press and public were excluded from the next item (4) by virtue of Public (Admission to Meetings) Act 1960.
i	To consider applications for current vacancy of Clerk/RFO to TWWPC The Committee considered all applications received by the closing date for the post of Clerk/RFO.
ii.	To consider candidates to be shortlisted for interview Cllr Warneken proposed that all three applicants be invited for interview, seconded by Cllr Algar. RESOLVED: That all three applicants be invited for a face-to-face interview.

iii.	To consider PC members for the interview panel
	Cllrs Warneken, Algar and Wright were proposed as members of the interview panel.
	RESOLVED: That Cllrs Warneken, Algar and Wright be approved for the interview panel.
iv.	To consider interview times and dates
	Based on availability of the interview panellists and the Village Hall back room, the afternoon of Tuesday 8 th October was proposed for all 3 interviews. These will take place at hourly intervals between 2pm and 5pm with preparation to commence at 1.30pm.
	RESOLVED: That the interviews will take place on the afternoon of Tuesday 8 th October.
v.	To consider interview questions
	A list of interview questions was circulated prior to the meeting. Three additional questions were proposed.
	RESOLVED: That the updated list of interview questions be approved.
vi.	To consider the scoring matrix
	A draft matrix was circulated prior to the meeting. The scoring system was updated to include four grades, and the three additional questions added.
	RESOLVED: That the updated scoring matrix be approved.
vii	To consider the process for the approved candidate
	References, proof of work in the UK and copies of CiLCA qualifications are to be obtained prior to interviews where possible. It was proposed that the results of interviews and references be considered by the panel and a recommendation be put to full Council for approval of the selected candidate at an Extra Ordinary meeting to be held on Friday 11 th October. Following this, the Chairman will call the selected candidate to offer the role, and subject to verbal acceptance, the offer letter and contract will be sent by the Clerk.
	RESOLVED: That the above process be approved.
viii.	To consider the Reference Checking Form
	The Reference Checking form was circulated prior to the meeting.
	RESOLVED: That the Reference Checking Form be approved.
ix.	To consider the Clerk Offer Letter Template
	The Letter Template was circulated prior to the meeting.
	RESOLVED: That the Clerk Offer Letter Template be approved.
x.	To consider the adoption of the NALC/SLCC contract of employment and its terms and conditions
	The NALC/SLCC contract of employment was circulated prior to the meeting. It was proposed that Government/HMRC approved mileage rates replace the rates proposed in the contract.
	RESOLVED: That the SLCC/NALC contract of employment be accepted, subject to the above change to the mileage rates.
5.	The confirm the date and time for the next meeting of the HR/Staffing Committee
	It was proposed that the outcome of the interviews be discussed at a meeting on Friday 11 th October. To comply with the HR/Staffing Committee TOR, this will be an Extra Ordinary meeting of the Parish Council.
	RESOLVED: That the next meeting will take place on Friday 11 th October at 5pm.

With no further business, the Chairman declared the meeting closed at 19:38.