**HORNSEA TOWN COUNCIL**

**MINUTES OF THE PROCEEDINGS OF A MEETING OF THE HORNSEA TOWN COUNCIL PERSONNEL COMMITTEE**

**HELD ON THURSDAY 21st October 2021**

Present: Councillors: S Prescott, L Embleton, J Greensmith, E Whitworth and C Morgan-Muir

1. **Apologies for absence**

There were no apologies

*Due to the following items involving discussions directly related to individual staff members and others it was* ***RESOLVED*** *that they be taken IN CAMERA*

1. **Approval of the Minutes of a meeting held on 16th September 2021**

The Minutes of a meeting held on 16th September were approved as a correct record of proceedings thereat

1. **Assistant Town Clerk – i) to receive interview questions/scoring criteria** – it was **RESOLVED** that 6 interview questions as discussed be posed and that scores be marked out of 10

**ii) pay scales – to receive advice from ERNLLCA –** it was **RESOLVED** that salary range be scale point 14 – 18 depending on experience

**iii) probationary period – to receive advice from ERNLLCA –** it was **RESOLVED** that the probationary period be 6 months

**iv) short listing for interview –** following considerable discussion it was **RESOLVED** that 7 candidates be shortlisted for interview as discussed, interviews to be conducted at 45 minute intervals on Tuesday 9th November, commencing at 10.00am. It was further **RESOLVED** that a meeting of the Personnel Committee be arranged for 4.00pm on Tuesday November 9th to discuss/decide on the successful applicant

1. **Appraisals – to receive forms**

Draft forms having been circulated it was **RESOLVED** that they be adopted for use

1. **Draft Training Policy**

It was **RESOLVED** that this matter be deferred to the next meeting

1. **Staff Training – Town Clerk to report**

The Town Clerk updated members in relation to recent training undertaken by various staff members – **RESOLVED** noted