**HORNSEA TOWN COUNCIL**

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

**HELD ON TUESDAY 16TH NOVEMBER 2021**

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

1. **Apologies for absence**

Apologies for absence were received from Cllr E Whitworth

*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. **Assistant Town Clerk appointment**

The Chairman and Cllr S Prescott gave details of recent interviews for the Assistant Town Clerk post. Based on scoring criteria and following discussion it was **RESOLVED** that NT be offered the position, commencing 1st April 2022, 21 hours worked over Monday, Tuesday and Wednesday each week at NJC scale point as agreed.

It was further **RESOLVED** that, based on scoring criteria, DS be offered the Administration Assistant position, commencing 1st March 2022, 21 hours worked over Wednesday, Thursday and Friday each week at NJC scale point as agreed

It was further **RESOLVED** that a Personnel Committee meeting be arranged in December to discuss possible apprenticeship(s) for maintenance worker(s)