

Cyngor Tref **RHUDDLAN** *Town Council*



Minutes of a meeting of Rhuddlan Town Council's Personnel Committee held at the Community Centre, Parliament Street, Rhuddlan on Wednesday 10th August 2016 at 7.00pm.

PRESENT: Cllrs. S. King, M. Kermode, A. Roberts and A. Smith.

- 1. ELECTION OF CHAIRPERSON** – It was agreed that the Immediate Past Mayor should be the Chairperson of the Personnel Committee. Cllr. A. Roberts then took the Chair.
- 2. APOLOGIES** – Town Clerk
- 3. DECLARATIONS OF INTEREST** – None
- 4. COMMITTEE QUORUM** – It was agreed to recommend to the Town Council that three members be the quorum for the Personnel Committee.
- 5. PART 2 BUSINESS** – It was proposed, duly seconded and unanimously agreed that in accordance with Section 100A (4) of the local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item of business because it is likely that exempt information as defined in paragraph 1 of Part 4 of Schedule 12A of the Act would be disclosed.
- 6. RECRUITMENT OF TOWN CLERK** – Members considered drafts of a number of documents relating to the recruitment process. These comprised the Job Advertisement, Job Description, Person Specification, Recruitment Timetable and the Application Form. A number of minor changes and additions were discussed and agreed and it was resolved that the updated documents be circulated to the Town Council for consideration at its meeting on Wednesday 17th August 2016.

The Town Clerk had e-mailed a request that her home address be not used as a contact point in the recruitment process. This was agreed and it is recommended the contact arrangements for the recruitment process will be that people can request the Application Pack via the Town Clerk's e-mail address. Candidates will be encouraged to submit their application forms electronically to the e-mail address. Should a person wish to submit a hard copy application form then this can be sent to the address of the Chairperson of the Personnel Committee.

7. CONTRACT OF EMPLOYMENT – It was recognised that an updated Contract of Employment needed to be drawn up for the new Town Clerk to reflect the various changes that had taken place during the past 18 months. This would be addressed at a future meeting.

Signed.....
17th August 2016