

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 Thursday 25th August 2016 at 7.00pm.

PRESENT: Cllrs. A. Roberts (Chairman) S. King, M. Kermode (Clerk for the meeting), and A. Smith; plus, the Town Clerk.

- 1. DECLARATIONS OF INTEREST** – None

- 2. MINUTES** – The minutes of the meeting held on 10th August 2016 had been considered and approved by the Town Council on 17th August 2016.

Matters arising:

- (a) The vacancy was now being advertised in the local press, on the notice boards in the High Street and the Library, on the electronic vacancy notice boards in Denbighshire, Conwy and Flintshire County Councils, by the Denbighshire Voluntary Services Council and to all Town and Community Council Clerk's in Denbighshire.
 - (b) The Town Clerk provided information about the setting up of a P.O. Box mail system, which had been agreed by the Town Council at its meeting in July. The arrangement will cost £30 per month, it has a 3 month initial sign-on period but after that it can be terminated on 14 days' notice. Incoming mail will initially go to the P.O. Box and will then be forwarded to the Town Clerk's home address. The order/requisition form was then signed by the Town Clerk and 2 Councillors so that the P.O. Box can be operational before the new Town Clerk is in post.
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- 3. 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.

 - 4. RECRUITMENT OF TOWN CLERK** – Members considered a discussion paper regarding the shortlisting process, the interview process and the arrangements for induction and mentoring for the new Town Clerk. A table of potential questions for the interview candidates was also discussed.

(a) **Shortlisting Process** – It was agreed that shortlisting decisions need to be made in the context of the Person/Job Specification and should be done in a two stage process.

- **Stage 1** – All applications are reviewed to see if they meet all of the essential elements of the job specification. Those that do not meet all of the essential elements are discarded.
- **Stage 2** – The retained applications are reviewed and evaluated in terms of the desirable elements of the specification, together with any additional information provided by the applicant.
- The aim is to end up with a shortlist of up to four candidates.
- A framework will be drafted for consideration by the Town Council at its meeting on 8th September.

(b) **Selection Interviews** – Will take place on Thursday 29th September at a special meeting of the Town Council.

- **Interview Length** – each interviewee should have 30 minutes to allow them to give a full explanation of how they meet the needs of the job.
- **Questions** – each candidate should receive the same list of questions 30 minutes prior to their interview so as to allow them time to give meaningful responses to the questions.
- A list of five questions for the candidates was agreed and these will be considered by the Town Council at the shortlisting meeting on 15th September.

(c) **Induction and Mentoring** – In 2014 the Town Council had agreed that there would be a period of one month when the existing Town Clerk would work alongside the new appointee so as to provide vital support during the handover period. For reasons well beyond her control, the present Town Clerk did not receive a similar level of support.

The Committee discussed the Town Clerk's offer to extend her resignation period so as to provide for a smooth hand-over for the new post-holder; she proposed working on a half-time basis during this time. The Committee felt that this is was a very useful proposition, bearing in mind the various challenges that the new appointee will face during that time; including the various Christmas arrangements and the preparation of next year's budget.

It was agreed to recommend to the Town Council that this arrangement be accepted potentially for a two month period and that the details be finalised once the availability of the new post-holder is known after the interviews on 29th September.