

**Konsel Pluw Erens
Gerrans Parish Council**



**MINUTES of the STAFFING COMMITTEE MEETING
held on Tuesday 5th March 2024 at 7.00 pm
in the Memorial Hall Annexe**

Present:

Cllrs Kate Greet (KG) (Chairman), John Crombie (JC), Joanna Holah (JH), Amelia Sumner (AS)

Apologies : Charles Emmett (CE),

No members of the public attended.

SC03052401

APOLOGIES FOR ABSENCE

- The apology from CE was unanimously approved (proposed KG, seconded AS).

SC03052402

DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

- None

SC03052403

RECORD KEEPING

- KG volunteered to take notes.

SC03052404

PROCEDURES

- Councillors agreed the following documentation for shortlisting (Proposed JC, seconded JH.):

- A scoring grid to match the Person Specification.
- A summary form to record the scores. A score of 60% would be needed to progress.
- A letter of invitation to interview with the date to be confirmed.
- A letter for candidates not shortlisted.

The Recruitment Working Group will shortlist as applications are received and meet on Monday 11th March at 4:30pm to agree which candidates should be invited to interview.

AS was invited to join the interview panel and the current Clerk (SS) has volunteered to be available to answer questions and clarify aspects of the role if required.

The interviews will take place on the afternoon of Thursday 21st March in the Memorial Hall Annexe.

Councillors also agreed the following documentation for interviewing (Proposed JH, seconded AS):

- A list of arrangements for the day. The room layout will be kept informal.
- Questions to be asked and who will ask them. (1,7,10=KG, 2,4=JC, 3,5,9=AS, 6,8=JH). The primary questions will be asked of all candidates with the secondary questions used if the responses do not go into enough detail.
- An assessment scoring form with guidance on expected responses.
- A scoring sheet to be used by KG to rank the candidates.

A feedback form indicating strengths and weaknesses, to be used after the appointment if candidates request feedback.

Councillors hope a decision on appointment can be made immediately after the interviews and a start date agreed.

The Recruitment Working Group will check through the remaining templates as soon as possible and discuss an induction process.

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MEETING CLOSE

KG declared the meeting closed at 7:55pm.

End of Minutes