

Sandy Town Council

Minutes of a meeting of the Human Resources Committee of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Wednesday 12th January 2021 at 6:00pm

Present: Cllrs N Aldis, M Hill (Chair) W Jackson, C Osborne and S Sutton

In attendance: Cllrs J Hewitt, M Pettitt and P Sharman, and Mr C Robson (Clerk)

	<u>Action</u>
<p>1 Apologies for absence (HR-36-2021/22) Apologies were received from Cllr P Blaine.</p>	
<p>2 Declarations of interest (HR-37-2021/22) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p>	
<p>3 COMMITTEE IN PRIVATE SESSION (HR-38-2021/22) Exclusion of the Public and Press</p> <p>It was proposed and agreed that in terms of schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.</p>	
<p>4 Resignation of Town Clerk (HR-39-2021/22) i) The Committee received and noted the resignation of the Town Clerk. The Town Clerk emphasised the difficulty in making the decision to leave the Council, which was purely down to an opportunity for career progression to a larger Town Council. The Clerk thanked Councillors for their support over the last six and a half years. ii) The Clerk explained to the committee that he was in the process of drawing up an exit plan which would focus on completing those activities which could be done so over the next couple of months, while putting in place handover arrangements and documents for projects and all other work. The Clerk will work hard to make sure there is as smooth a transition as possible, this will include liaising with Chairmen of committees and working groups to assign certain information to particular Councillors to help ensure some continuity.</p>	
<p>5 Recruitment of Town Clerk (HR-40-2021/22) The Council considered the recruitment of a new Town Clerk and the processes involved. The committee agreed recommendations to the</p>	

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Council on the proposed interview panel, selection process, timelines and recruitment documentation.

RESOLVED to RECOMMEND that;

- That the HR committee will oversee the recruitment of a new Town Clerk as allowed for in the Council's Scheme of Delegations. That an interview and selection panel will be made up of the Mayor and Deputy Mayor and up to three members of the HR committee. That the HR committee will agree the appointment of members to the panel.
- That the Council's external Human Resources provider will be on hand to advise and support the HR committee during the recruitment process and the Clerk will organise this support.
- That the current Town Clerk be involved in the recruitment process.
- That the HR committee will decide on a topic for an interview presentation which will be advised to shortlisted candidates at the time they are invited to interview.
- That the Council approve the application and selection process and the timeline/dates set out within the documentation.
- That the Council approve the job application pack, including;
 - The Job Advert for the role of Town Clerk
 - The Town Clerk Job Description
 - The Town Clerk person specification
 - The Key Terms and Conditions of Employment
 - The application and selection process information document
 - The Job Application form