

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH HUMAN RESOURCES COMMITTEE** held at Normandy Cricket Club on **THURSDAY 29 JULY 2021** at 7.00 pm.

Committee Members present Cllrs Bob Hutton (Chairman), Mark Galloway (Vice-Chairman), Geoff Doven, Amy McLeod and Pat Tugwell

Non-committee members present Andy Beams (Locum Clerk), 2 members of the public

HR-11 APOLOGIES

None.

HR-12 DECLARATIONS OF INTEREST

None.

HR-13 MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes of the meeting held on 1 July 2021 were approved as a true record and signed by the committee Chairman.

HR-14 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

HR-15 TERMS OF REFERENCE

RESOLVED: The draft terms of reference circulated in advance of the meeting were approved and recommend to Council for adoption.

HR-16 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

HR-17 RECRUITMENT

(a) Recruitment Information Pack

Members reviewed the draft pack, and some minor amendments were made to the text.

RESOLVED: Members agreed the job descriptions, working hours, salary scales and closing date for applications for the two vacancies.

(b) Advertising the vacancies

The Locum Clerk explained that the adverts could be placed free of charge on the local County Association websites, and that advertising through Surrey County Council would cost £50 per advert.

RESOLVED: That the Locum Clerk was authorised to place the advert with the Surrey, Hampshire, West Sussex and Berkshire County Associations and Surrey County Council. The advert will also be placed on the Parish Council website and noticeboards, and on Nextdoor Normandy.

(c) Membership of the interview panel

The Locum Clerk recommended a panel of three Members to include the Council Chairman, Chairman of the Human Resources Committee and one other Member. Shortlisting and/or interview dates would be determined based on the response to the advert.

RESOLVED: Cllrs McLeod, Hutton and Tugwell will form the interview panel with support from the Locum Clerk.

HR-18

MATTERS FOR INFORMATION AND/OR FUTURE AGENDA ITEMS

Cllr McLeod updated Members that a meeting had been held with someone who may be able to provide short-term administrative support to the Council. This has been sourced through Surrey Community Action and would potentially assist with the ongoing review of historic paperwork and reorganisation of the filing systems. A decision on whether to take up this role will be made at an Extraordinary Council Meeting to be held on Thursday 5 August at 6.45pm.

There being no further business, the meeting ended at 7.30 pm.

DRAFT