



**MINUTES OF THE HUMAN RESOURCES SUB-COMMITTEE HELD ON MONDAY
26TH FEBRUARY 2019 IN THE PARISH OFFICE MEETING ROOM, GOUDHURST
ROAD, MARDEN COMMENCING AT 4PM**

58/19 PRESENT

Cllrs Boswell, Jones and Tippen (in the Chair) were in attendance. The Clerk was also in attendance.

59/19 APOLOGIES

Apologies were received from Cllr Mannington

60/19 DECLARATIONS OF INTEREST

There were no declarations of interest

61/19 GRANTING OF DISPENSATION

There were no requests for dispensation

62/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No members of the public in attendance

63/19 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 17th December 2018 were deferred until the next meeting.

64/19 DEPUTY CLERK POSITION

Cllrs discussed the following:

Content of application pack, job description and advert

The application pack had been circulated to all Cllrs and the final amendments were made. The Clerk would recirculate to all Cllrs for information. The job description and advert had previously been agreed and the advert had been placed in the newsletter. It was proposed the role would be advertised on the Parish Council website, Facebook page and noticeboards, on KALC and Marden Business Forum websites. This would be reviewed after 2 weeks to ascertain whether it needs to be advertised in the Wealden Ad. Closing date was 29th March.

Interview Questions

The Clerk had provided a list of questions which were available from the SLCC website together with those used at the interviews for the Assistant Clerk. These were gone through by all in attendance and the final agreed questions would be transferred to a scoring table for use by interviewers. Scenarios were also discussed and agreed. There would also be a typing test which the Clerk would set. If it was necessary for candidates to be called back for a second interview there would be two practical exercises including proof reading a set of minutes and a prioritisation test.

Interview Panel

It was agreed that Cllr Tippen would be the Lead Interviewer with either Cllr Boswell or Mannington being in attendance to scribe the responses. The Clerk would also be in attendance to answer any technical questions. All those at the interview would take part in the scoring of each candidate.

Interview Date

The selection panel which would include all Cllrs on the HR Sub-Committee would meet on 2nd April at 3pm to agree prospective candidates to call for an interview. The Clerk would

write to the successful applicants inviting them to interview – dates proposed are afternoons of 8th, 9th or 12th April; any time during the day or evening of 11th April. If these dates were unacceptable to applicants the Clerk would contact Cllrs for possible days in week commencing 15th April. It was proposed that Cllrs would discuss the scoring following the last of the interviews and assess whether a 2nd interview panel was required. If so a date would be arranged. Following the final interviews Cllrs would discuss their preferred candidate by using the scoring system. The recommendation would then be put before Full Council (an EFCM may need to be called).

Preferred Start Date

It will be discussed at interview the notice period needed to be given by each individual applicant however it was envisaged that this could be mid-month of May or 3rd June.

Any Training Required

The Clerk suggested that the successful candidate attend all training offered by KALC and SLCC during the first year and attend Council and Committee meetings for the first month at least to familiarise themselves with the workings of the Council.

KALC offer CiLCA workshops and it would be preferred that the successful candidate attends these before submitting an application to undertake the examination. It may be an ideal solution for the successful candidate to undertake ILCA following the 6 month probation period.

All employment and interviewing will be undertaken in accordance with MPC's Employing Staff and Interviewing Procedure.

The HR Sub-Committee meeting closed at 5.00pm

The meeting was closed for the following items and the Chairman read out the following statement: **“I PROPOSE THAT PURSUANT TO PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED”**.

65/19 PRESENT

Cllrs Boswell, Jones and Tippen (in the Chair) were present. The Clerk was also in attendance.

66/19 APOLOGIES

Apologies were received from Cllr Mannington

67/19 DECLARATIONS OF INTEREST

There were no declarations of interest

68/19 GRANTING OF DISPENSATION

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69/19 MINUTES OF PREVIOUS MEETING

The Minutes of the confidential meeting held on 17th December 2019 were deferred until the next meeting.

70/19 STAFFING ISSUES

71/19 OTHER HR ISSUES

The confidential part of the meeting was deferred until the next HR Sub-Committee meeting date.

Date:

Signed:

CLlr Kate Tippen

Chairman, HR Sub-Committee

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