



## Hamble-le- Rice Parish Council

Memorial Hall, High Street, Hamble-le-Rice, Southampton SO31 4JE

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### Personnel Committee

Friday 6<sup>th</sup> October 2017 9.00pm

Hamble Village Memorial Hall, High Street Hamble-le-Rice

### AGENDA

1. a. Apologies for absence
- b. Declaration of interest and approved dispensations
- c. To approve minutes of the Personnel Committee Meeting
2. Public Session

**Exempt Business** - To propose and pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

3. Review of draft handbook and contract of employment – papers attached
4. Restructure and Job Evaluation – papers attached
5. Mid-year review – verbal update.

Amanda Jobling  
Clerk to the Parish Council

Date 29.09.2017

**Recommendation:**

1. To note the following recommendations regarding recruitment in the light of the appointment of the Clerk last year.
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**INTRODUCTION**

1. The Council does not often go through a recruitment process due to a small staff base and good retention. As a result the process for recruitment is not tested frequently. The appointment of the Clerk in December 2016 provided an opportunity to review current practice.
2. The Personnel Committee when it met in March 2017 requested the Clerk to make recommendations on the process. These are set out below.

**CONTENT**

- Undertake research prior to advertising – check other similar authorities with equivalent staff and budgets to ascertain their staff structure and if possible pay rates and any recent recruitment material. Information on other Councils is available from central government.
- Review the existing job description with the Clerk to ensure it reflects current practice. Consider whether the role needs to change and include changes in the job description.
- If there are significant changes to a job then the new role should go through a Job Evaluation process to ascertain the market grade.
- Make sure that there are clearly set out competencies for the role.
- Create a job pack for interested parties including key facts about the area, staff and councillors, budgets and operational plan.
- Ensure that the application is an e-form and can be completed on line. It must contain all the relevant information such as proof of identify, right to work, equalities information and a medical form etc,
- Ensure qualifications, identify and the medical form etc are collected on the interview day before an offer is made.
- Ensure that each interview is based on an agreed format, includes the same information and questions. Ensure that you know the answer to questions to be able to evaluate response. Failure to be consistent in interviewing can result in the decision being challenged.
- Ask for a presentation or a scenario to check skills and experience
- Information relating to identity, health etc should only be looked at after the candidate has been selected. This might mean having to make work place

adjustments. All other information from other candidates should be destroyed once the appointment is confirmed.

- Ensure that there is a well developed induction programme based on key people, key processes and risk.