

## **The Minutes of the Personnel Committee Meeting held on 1<sup>st</sup> March 2021**

A meeting of the Personnel committee was held on 1<sup>st</sup> March 2021 via Zoom at 10.00 am.

Present: Cllr. B. Hadley, Chairman  
Cllr. B. Sumner  
Cllr. N. Randall  
Cllr. L. Hicks  
Observer: Cllr. A. Roberts  
Officer: The Parish Clerk

1. Apologies for absence: None.
2. Declarations of Interest: None to report.
3. The minutes of the Personnel Sub-committee held on 27<sup>th</sup> January 2021  
Cllr. N. Randall proposed to approve the minutes of the Personnel Sub-committee held on 27.1.2021. Cllr. L. Hicks seconded the proposal. A unanimous vote was taken of all in favour of the proposal.
4. Final amendments to Job Description  
The committee approved the final amendments to the Parish Clerk's job description.
5. Final Draft Parish Clerk's Job Specification  
The committee approved the final draft of the Parish Clerk's job specification.
6. Final Draft Short List & Interview Checklist  
The committee finalised the short list and interview checklist.
7. Parish Clerk's Contract of Employment  
The committee approved the updated contract of employment for the Parish Clerk's role.  
Advice was to be sought on the Parish Council's contribution towards a pension scheme.
8. Interview Questions and Format  
The list of interview questions and format was agreed by all of the committee members present.  
The committee agreed that the applicants for the Parish Clerk's role were to provide an example of an answer which they would submit for a contentious planning application.
9. Exit interview  
The Parish Clerk's exit interview had been arranged for Monday 1<sup>st</sup> March 2021 at 2.00 pm via Zoom.
10. Next Meeting – date to be confirmed.

The meeting closed at 11.16 am.