



LOCKING PARISH COUNCIL



The Parish Hall, Grenville Avenue, Locking BS24 8AR
Telephone: 01934 820786 Email: clerk@lockingparishcouncil.co.uk

Minutes of a Meeting of Locking Parish Council' Human Resources Committee held on Thursday 18 February 2021 at pm via Zoom

Meeting opened: 7.00pm

Meeting closed: 7.10pm

Present: Councillors: W Ashdown (Chairman), C Prosser (Vice Chairman) W Bearsby, P Jones, J Keate (ex officio), J Roberts

Also, in attendance: The Clerk

MATTERS FOR DECISION

HR18 To receive Apologies for absence and to approve reasons where appropriate – None

HR19 To receive Declarations of Interest by PCILrs and to consider any written applications for dispensations: None

PUBLIC PARTICIPATION

HR20 To receive and hear any person who wishes to address the Committee: None received

MATTERS FOR DECISION

HR21 To receive and confirm the Minutes of the Committee meeting held on 27 January 2021.

RESOLVED: That the Minutes of the Committee meeting held on 27/01/2021 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed as such by the meeting Chairman

PART 11

Exclusion of press and public.

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

HR22 Admin Assistant:

AGREED Closing date for applications 31 March 2021, shortlist and interviews to take place during April 21 with a Start date in May 2021.

AGREED shortlisting panel: Cllr Prosser, Cllr Roberts, Cllr Jones

AGREED to adopt the following documents:

- a) Job role/description
- b) Person Specification
- c) Application Form

- d) Contract of Employment
- e) Application and Selection Procedure
- f) Shortlisting Matrix
- g) Candidate Interview Form
- h) Offer Letter
- i) Job Advert – **AGREED** to place in various outlets, Clerk to place in Jobcentre Plus, enquire Indeed and renegotiate with Archant, bring any costing to full council for approval.
- j) Closing Date for Applicants
- k) Interview Panel and date for interviews - TBC

There being no further business the meeting Chairman closed the meeting at 7.10pm.

Signed (Chairman).....

Date.....

The next meeting of Locking Parish Council's Human Resources Committee will be at 19:00pm held via Zoom on Wednesday 17 March 2021

DRAFT