

NAILSWORTH TOWN COUNCIL  
**PERSONNEL COMMITTEE**  
 Minutes of a meeting held on 11 February 2016

Present	Cllr JL Duckworth (Chair) Cllr JL Dennis Cllr SK Millett Cllr A Elliott Mrs K Kearns (Town Clerk)
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**APOLOGIES, DECLARATIONS OF INTEREST & COUNCILLOR'S DISPENSATIONS**

There were no apologies, declarations of interest or dispensations.

**GROUNDSMAN'S CONTRACT**

The updated Contract of Employment was considered and changes made to clarify its terms.

**CONFIDENTIALITY**

That pursuant to Section 1 (subsection 2) of the Public Bodies (Admission to Meetings) Act 1960 the public be excluded from the meeting during consideration of the following proceedings because publicity would be prejudicial to the public interest by reason of the confidential nature of the business transacted.

**INTERVIEW ARRANGEMENTS**

The Committee **agreed** an interview panel of three being made up of Cllr Julian Dennis, Cllr Jonathan Duckworth and the Clerk.

**INTERVIEW QUESTIONS**

The Committee discussed the format the interview would take and the questions to be asked.

It was further agreed that the interview panel would meet on Tuesday 16<sup>th</sup> February to confirm interview questions for the candidates.

**SHORTLISTING CANDIDATES**

The Committee and Clerk carried out shortlisting of all the candidates. After discussion it was **agreed** to invite six of the candidates for interview on Thursday 18<sup>th</sup> February and Tuesday 23<sup>rd</sup> February.

The Clerk was asked to send letters to the successful and unsuccessful candidates.

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Chair

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Date