



NAILSWORTH TOWN COUNCIL
 Minutes of PERSONNEL COMMITTEE
 held at Town Hall, Nailsworth
 on Wednesday 9th May 2018

Present	Cllr Anne Elliott (Chair) Cllr Sally Millett Cllr Ron Kerby Cllr Angela Norman Cllr Jonathan Duckworth Justine Hopkins (Deputy Clerk) Katherine Kearns (Clerk)
Apologies	Cllr Sue Reed

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

There were none.

	Action
3. Confidential item	
4. To agree the interview panel for the Admin Assistant post It was agreed the interview panel would be Cllr Jonathan Duckworth as Mayor, Clerk and Deputy Clerk (as she will be the Admin Assistant's line manager).	
5. To agree to take the decision of the interview panel on the chosen applicant The Personnel committee has delegated powers to recruit to the Admin Assistant role (Minute 2017/128). It was proposed that the Personnel committee agree to take the decision of the interview panel and for the interview panel to proceed to recruitment after interviews. Proposed Cllr Ron Kerby, seconded Cllr Anne Elliott, agreed unanimously.	
6. To shortlist applications for the interview panel There were five applications in total. Full consideration was given to the 5th candidate but the majority agreed that the application was not strong enough. The Clerk will contact the applicant and give some constructive feedback. Four candidates were selected for interview. Interviews will be on Tuesday 15 th May. There will be a half an hour test in Word and Excel after interview.	
7. To set the date of the next Personnel Committee meeting Cllr Anne Elliott and the Deputy Clerk will set the date of the next Personnel committee meeting (June).	

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 Chair

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 Date