



**NAILSWORTH TOWN COUNCIL**  
Minutes of the Personnel Committee

Meeting in Town Hall at 5pm on Monday 9<sup>th</sup> January 2023. The meetings of this Committee will be confidential and are not open to the public.

**Present:**

Cllr Jonathan Duckworth (Chair)  
Cllr Ros Mulhall  
Cllr Shelley Rider  
Cllr Colleen Rothwell  
Cllr Angela Norman

**Minutes:**

Clerk

**Apologies:**

Cllr Mike Kelly (Mayor)  
Cllr Patsy Freeman

**Declarations of Interest and Dispensations**

There were none.

**To consider the recruitment process for a new Deputy Clerk**

The Job Description was discussed; this is the new Job Description which has been altered since the recent job evaluation. There was a discussion about the Job Description and Person Specification and some minor changes were made.

Changes were made to the recruitment timetable to give a longer time for advertising the post. The application form will be changed to an accessible version. As well as the application and interview the candidates will be asked to carry out a test exercise.

The interview panel was agreed as Cllr Mike Kelly (Mayor), Cllr Jonathan Duckworth (Chair of Personnel Committee) and the Clerk. The interview panel will consult on the questions to be asked at the interview.

It was also agreed to carry out an exit interview with the present Deputy Clerk.

**ENDS.**