



EPWORTH TOWN COUNCIL

PERSONNEL COMMITTEE

Local Government Act 1972 section 101

Committee members

Cllr Janney Committee Chairman

Cllr Harm Cllr Dent Cllr Baker Cllr Truelove

Cemetery Lodge
Burnham Road
Epworth
Doncaster
North Lincolnshire
DN9 1BY

Minutes of meeting held on Friday 1 March 2019 at 18.30hrs

1. **To record** the names of members present.
Cllrs Janney, Truelove and Dent. Cllr Harm joined the meeting at 06.40hrs
2. **To receive apologies** for absence Cllr Baker
Cllr Harm left the meeting at 20.00hrs
3. **To receive Declarations of Interest by any member of the Committee** in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. (*Localism Act 2011 Code of Conduct*) - *Cllr Janney item 9*
4. **To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). None.
5. **To Discuss and approve** the final draft of job description/job specification for proposed vacancy of Assistant clerk; to discuss and approve the wording for job advertisement and discuss and resolve publications and other methods to be used to advertise the vacancy including timing and costings. To resolve arrangements for dealing with applications and selection of candidates for interview. To discuss formulation of questions for interviews, interview panel and potential dates.
 - a) **Job description and Specification to be approved subject to addition of full stops at end of paragraphs 4, 8, 10 and 13, spelling correction at it para 10 (Clerk, not Clark) and substitution of capitals for lower case where using longhand version of CILCA under Education and Training on job specification.**
 - b) **Job advertisement discussed and draft prepared.**
 - c) **Discussion regarding appropriate publication. Proposals to advertise in Scunthorpe Telegraph (all editions) as well as town Council website, facebook pages (town council, Isle of Axholme Community, Enjoy Epworth,) to produce flyers of the Advert to place on town noticeboard, Co-op and Library and to enquire via Ward councillors about publicising through North Lincolnshire Council notice board/website. Chair via Clerk to obtain costings for newspaper advertising as require approval of full council for expenditure. Consideration to be given to making reference to vacancy in quarterly newsletter if appropriate.**
 - d) **Applications. To invite CV and Covering letter. Informal discussion/copy of job description/specification available from the Clerk. Closing date for applications 4pm Friday 29th March and interviews to take place week commencing 27th April.**

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- e) Interview panel to comprise if possible Chair of Personnel, Town Clerk and one other member of the personnel committee.
f) Interview questions and template for interview to be discussed at next personnel committee meeting.

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ALL PROPOSED BY CLLR HARM, SECONDED BY CLLR DENT AND RESOLVED.

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6. **To discuss proposals** for storage solutions and resolve appropriate solutions recommend to full council.

It was suggested that Cllr Dent look into the various options including continued use of external hard drives and produce a brief report for the next meeting along with an assessment of the equipment needed for the new clerking arrangements (and including the possible purchase of new office furniture to improve the working environment). It was suggested that this information could be brought to the next personnel meeting for discussion in preparation for making recommendations to full council and seeking approval for the necessary expenditure. PROPOSED BY CLLR JANNEY, SECONDED BY CLLR TRUELOVE AND RESOLVED.

7. **To consider arrangements** for review of council policies, including in particular, those relating to data protection/storage and safeguarding PROPOSED BY CLLR JANNEY AND SECONDED BY CLLR DENT THAT THIS ITEM TO BE DEFERRED TO NEXT COMMITTEE MEETING. RESOLVED.

8. **To receive** a copy of the DRAFT Council Structure Discussion Paper for comments

It was accepted that it may not be appropriate to fetter the newly elected council by resolving a new committee structure at this stage, however it was felt that recording some proposals for this based upon current knowledge and experience may assist the newly elected council to deal with this issue within a short time frame following election. It was agreed that the following revised structure (loosely based on the model adopted by Kirton Lindsey which has been tested over almost 12 months would provide a good starting point and should be formally noted by full council.

Reduction to 3 committees as follows-

Committee 1 – Personnel and Grievance

Committee 2 – Finance, Cemetery

Committee 3 - Environment, Heritage, Planning and other matters relating to the promotion of the town i.e. Britain in bloom etc.

PROPOSED BY CLLR DENT SECONDED BY CLLR TRUELOVE
RESOLVED TO PROPOSE TO FULL COUNCIL THAT THESE
SUGGESTIONS BE NOTED

9. **CONFIDENTIAL ITEM:**

Extensive and in depth discussions took place regarding each of the original points raised by the complainant in this matter, with particular reference to the investigation

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and interviews that have taken place to date. A document setting out the panel's findings was presented to the committee, and although the panel is satisfied with the majority of its findings it was felt that there was insufficient information in relation to one specific point to enable agreement on the outcome to be reached and the matter to be finalised. Whilst regrettable it was considered that on balance it is more important to ensure that the issues have been properly and thoroughly explored and explanations provided to the parties via a completed analysis. It was agreed therefore that additional enquiries relating to this specific item will be made by the panel members as a matter of urgency and that a further meeting of the committee will take place within the next two weeks so that these additional findings can be presented to the committee. Once that has been completed and approved the parties concerned will be advised of the panels findings and a brief report will be presented to the next full council meeting.

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PROPOSED BY CLLR JANNEY SECONDED BY CLLR DENT AND
RESOLVED.

10. To record the closure of the meeting. 20.35

01.03.19



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