



PERSONNEL COMMITTEE

Local Government Act 1972 section 101

Committee members: Cllr Harm Committee Chairman; Cllrs Finch, Garner, & Stewart

EPWORTH TOWN COUNCIL

COVID-19 NOTICE

Government has legislated that as of 4th April 2020, Town Council meetings can now be held remotely via online video technology, to enable self-isolation and health and safety guidance to be adhered to during the COVID-19 pandemic. Epworth Town Council has chosen to use Zoom to facilitate meetings.

Cemetery Lodge
Burnham Road
Epworth
Doncaster
North Lincolnshire
DN9 1BY

Tel: (01427) 872086

Minutes of a meeting of the Personnel Committee of Epworth Town Council held remotely via "zoom" on Thursday **October 22nd, 2020 at 7pm**

In view of the confidential nature of the business concerning members of staff or legal issues about to be transacted, it is advisable and in the public interest that the press and public be temporarily excluded and they are asked to withdraw under the terms of the Public Bodies (Admission to Meetings) Act 1960 and of Standing Orders. THE COMMITTEE MAY RESOLVE to exclude members of the press and public for the following agenda: No members of the public were present.

- 1. To record** the names of members present. Cllr Harm Committee Chairman, Cllrs Finch, Garner & Stewart.
- 2. To receive apologies** for absence. All present.
- 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*). None declared.
- 4. To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). None requested.
- 5. Assistant clerk:** to receive information on applicants (possible shortlisting based on criteria), resolve a timetable (date and times) for zoom interviews and nominate the interview panel (may include non-committee members) ; approve (amend) the interview assessment document, design and set a task to include zoom presentation, instruct clerk to arrange interviews (1/2 hour each via zoom).

After discussion it was proposed by Cllr Stewart seconded by Cllr Finch and **RESOLVED** that the interviewing panel would consist of the committee with the clerk and the Council Chairman (Cllr J Whittaker) on standby should one of the committee members be unavailable.

Regarding candidates it was noted that only 2 of the applicants had relevant council experience and therefore due to the immediate nature of the work required, and, that it was for a short term contract only, those with relevant experience would be interviewed. **RESOLVED** clerk to write to candidates "2" and "5" inviting them for interview sending letters to the other 4 unsuccessful applicants.

Proposed by Cllr Harm seconded by Cllr Stewart and **RESOLVED** that candidates should be asked to write and present an article on a litter campaign for the ECHO as a trial piece of work.

RESOLVED interviews to take place Tuesday November 10th commencing at 7pm via zoom.

Further **RESOLVED**: councillors to cross reference questions with clerk (copies circulated), each councillor to ask set questions; Council Chairman to be advised of questions

To record the closure of the meeting at 7.41pm.

cm26.10.20

Clerk: Caroline Maguire 01427 872086 answer phone
Mobile: 077343 86628 9-5 Monday – Friday
E-mail: clerk@epworthtowncouncil.com

J. Whittaker
03/11/20