

MOLD TOWN COUNCIL

Minutes of the meeting of the Personnel Committee held in the Council Chamber, Town Hall, Mold and via Video Conferencing on Monday 6th June, 2022.

PRESENT:

Councillors: Haydn Jones (Mayor), Geoff Collett, Catherine Hill, Tim Maunders and Sarah Taylor

Officer: Ian Jones Town Clerk.

Observer: Cllr Darren Norman

APOLOGIES:

Cllr Teresa Carberry. (Deputy Mayor),

ABSENT: None.

1. APPOINTMENT OF CHAIR

RESOLVED: That Cllr Sarah Taylor be appointed Chair of the Committee for the ensuing Municipal Year.

2. DECLARATIONS OF INTEREST

None

4. MINUTES

RESOLVED: That the Minutes of the meeting held on 16th November 2021 be received and approved as a correct record.

5. TERMS OF REFERENCE

The Committee noted the established Terms of Reference

6. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That members of the public and press be excluded from the meeting.

7. STAFFING MATTERS AND FUTURE PLANNING

A report was presented by the Town Clerk outlining the likely recruitment route for a replacement Town Clerk and Finance Officer before the retirement date at the end of September. A job description, person specification and draft advert had been previously circulated for perusal and comment at this meeting.

With one slight amendment relating to remote working these documents were agreed. A timetable for the recruitment process was considered as well as the process itself. It was noted that the Council would need to appoint the Selection Panel which would undertake the procedure for short-listing, scoring and interviewing of candidates. The concept of an informal 'get to know the candidates evening with Councillors and staff was debated. It was agreed that this should form part of the process.

The Town Clerk agreed to be flexible around dates and with regard to handover and training subject to further agreement on times, dates and other details.

Members were also reminded about the previous discussions on staffing matters and succession planning due to the age profile of current members of staff and that a non-urgent joint meeting between the Personnel Committee and the Cemetery Committee to debate the current and future staffing structure, either in-house, contracted out or any other options. There was also the property decision to be made about the Lodge.

RESOLVED: That:

- (i) The job description, person specification and draft advert be approved for wider circulation with members prior to going live;
- (ii) adverts be placed on the Town Council's website and social media platforms, through SLCC website and Clwyd Branch, Indeed, Leader Live, Flintshire Local Voluntary Council and Flintshire CC; and
- (iii) full Council in June be asked to appoint the Selection Panel which would undertake the procedure for short-listing, scoring and interviewing of candidates.

**SUMMARY OF DECLARATIONS MADE BY MEMBERS
IN ACCORDANCE WITH MOLD TOWN COUNCIL'S
CODE OF CONDUCT**

PERSONNEL COMMITTEE		DATE: 6 th June 2022
MEMBER	ITEM	MINUTE NO. REFERS
None		

Chairman's signature: Date:

MINUTES/PERSONNEL