

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee held on Thursday 21 September 2017 at 11.00 am at The Bungalow Woodhorn Road Newbiggin by-the-Sea.

PRESENT:

Councillors: M Peden (Chairperson)
E Hartley A Thompson
Officer: D Earl – Town Clerk

PC05/17 MINUTES

It was **RESOLVED** that the minutes of the previous meeting held on 12 September 2017 were agreed as a correct record and signed by the Chairperson.

PC06/17 DECLARATION OF INTERESTS

Councillor Thompson advised the Committee of one candidate who was known to him.

PC07/17 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the Agenda as they involve the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Part I of Schedule 12A of the 1972 Act relating to personal and financial affairs.

PC08/17 INTERVIEW OF CANDIDATES – DEPUTY TOWN CLERK

Prior to the commencement of each interview the Town Clerk verified the documentation provided by each candidate to establish the right to work in accordance with Home Office requirements.

Copies of each candidate's application and references were circulated to the members of the Committee and the interview questions were based around the CiLCA competencies.

RESOLVED that:

- i) Elaine Brown be appointed to the position of Deputy Town Clerk;**
- ii) The Town Clerk be authorised to offer the post commencing on scale point 30 LC2 with a 15% contribution to a pension scheme;**
- iii) an increment be awarded on 01 April following confirmation of CiLCA accreditation.**

Signed by the Chairperson:Date:.....