

PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

5 August 2024

You are summoned to attend an extraordinary meeting of the **HUMAN RESOURCES COMMITTEE** to be conducted in the **Pannett Gallery**, on **Thursday 8 AUGUST 2024 at 11am**, the agenda for which is set out below.

Clr S Smith
Chair

To: Councillors A Abbott, A Brown, H Coughlan,
R Dalrymple, C Riddolls, S Smith and L Wild

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972. Called at short notice subject to Standing Order 3c and Section1(4) of Public Bodies (Admission to Meetings) Act 1960.

AGENDA

1. APOLOGIES

To receive apologies for inability to attend.

2. DECLARATION OF INTERESTS

To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.

3. PUBLIC PARTICIPATION

Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

4. MINUTES

To **approve**, as an accurate record, minutes of the following meetings:

- a) Human Resources Committee held on 16 July 2024.
- b) Human Resources Committee held on 30 July 2024

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5. AGREE THE DATES OF ADDITIONAL ORDINARY COMMITTEE MEETINGS

To set dates of meetings of the committee to meet the appointment timetable.

6. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 7, BELOW)

To consider a motion – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 7 below, due to the confidential nature of the business to be transacted.

7. STAFFING - RECRUITMENT OF CLERK AND RFO

To consider confidential matters in respect of this recruitment; approve the recommendations of the recruitment panel's meeting to shortlist candidates on 30 July 2024 and confirm arrangements for the interview process.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **HUMAN RESOURCES** Committee held in the Normanby Room, Whitby Museum, Whitby on Tuesday 16 July 2024 at 2.00pm.

Present: Councillors R Dalrymple (Ex-Officio) (Chair), A Abbott, A Brown, H Coughlan, C Riddolls, S Smith and L Wild.

Also: M King – Town Clerk and A Cowey – Deputy Clerk

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972. The meeting was convened in accordance with Schedule 12, paragraph 9(1) of the Act

119/24 APOLOGIES FOR ABSENCE

There were no apologies for absence.

120/24 DECLARATION OF INTERESTS

There were no declarations of interest.

121/24 PUBLIC PARTICIPATION

None

122/24 MINUTES

MOVED by Councillor Smith, seconded by Councillor Abbott

RESOLVED unanimously that the minutes of meetings of the Human Resources Committee held on the 25 June 2024 having been circulated are taken as read and signed by the Chair as an accurate record.

MOVED by Councillor Abbott seconded by Councillor Smith and

RESOLVED that the accuracy of the confidential notes of the meeting of the working group held on 2 July 2024 are approved as an accurate record subject to it being noted that advertising at NYC is substituted for Yorkshire Post.

123/24 EXCLUSION OF PRESS AND PUBLIC

MOVED by Councillor Smith seconded by Councillor Abbott and

RESOLVED unanimously that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 464/23 below, due to the confidential nature of the business to be transacted.

124/24 STAFFING -RECRUITMENT OF CLERK AND RFO

MOVED by Councillor Riddolls, seconded by Councillor Abbott

RESOLVED that an external H R trained advisor attends the interviews for the position of Clerk & RFO

3 Votes in favour of the motion – 3 votes against the motion the Chair used his casting vote against the Resolution – MOTION NOT CARRIED.

MOVED by Councillor Smith seconded by Councillor Coughlan

RESOLVED unanimously a) that Councillor Dalrymple is voted on to the recruitment panel as Chair (with a casting vote only) and is appointed to the panel along with Councillors Brown, Coughlan, Riddolls, Smith and Wild;
b) that short listing will take place from 10am on the 30 and 31 July and interview will take place on the 14 and 15 August; and
c) that the Town Clerk drafts the presentation topic and questions to be given to candidates called for interview, for approval by the committee

draft

WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of the **HUMAN RESOURCES** Committee held in the Normanby Room, Whitby Museum, Whitby on Tuesday 30 July 2024 at 10:00am.

Present: Councillors R Dalrymple (Chair), A Abbott, A Brown, H Coughlan C Riddolls, S Smith and L Wild.

Also: Three members of the public

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972. The meeting was convened in accordance with Schedule 12, paragraph 9(1) of the Act.

125/24 APOLOGIES FOR ABSENCE

There were no apologies for absence.

126/24 ELECTION OF CHAIR

MOVED by Councillor Coughlan, seconded by Councillor Riddolls

RESOLVED that Cllr Smith be elected Chair of the Human Resources Committee for the remainder of the municipal year 2024-25.