

WHITBY TOWN COUNCIL

Minutes of the meeting of the Human Resources Committee held in the Pannett Art Gallery, Pannett Park, Whitby at 5.30 p.m. on Tuesday 18th September 2018.

PRESENT: Councillors Mrs N Wilson (Chairman) D Collins, Mrs H Coughlan, R Dalrymple, T Jennison, Ms R Pearson and L Wild.

ALSO PRESENT: Mrs P Dobson, Town Clerk

NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.

HR238/18 APOLOGIES

Apologies received from Councillor Pearson for late arrival.

HR239/18 DECLARATION(S) OF INTEREST & REQUESTS FOR DISPENSATION

There were no declarations of interest.

HR240/18 PUBLIC PARTICIPATION

There were no members of the public present.

HR241/18 MINUTES

Proposed by Councillor D Collins, seconded by Councillor R Dalrymple and unanimously **RESOLVED:** That the Minutes for the Human Resources Committee held 21st August 2018, having been circulated are taken as read confirmed as a correct record and signed by the Chairman.

HR242/18 EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Mrs L Wild, seconded by Councillor D Collins and unanimously **RESOLVED** That in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded and they are instructed to withdraw.

Councillor Ms. R Pearson arrived at the meeting.

HR243/18 SUCCESSION PLANNING TOWN CLERK 2020

The HR Working Party presented a draft job application form for recommendation to Full Council for adoption within the proposed recruitment pack, three minor amendments were agreed. Members reconsidered the timeline on actions and agreed that the job advert should be considered next.

Proposed by Councillor Mrs L Wild, seconded by Councillor Mrs H Coughlan and unanimously

RECOMMENDED: That the amended job application form is submitted to Full Council for adoption and the working party reconvenes to consider the job advert at a date to be agreed.

HR244/18 BUDGET REQUIREMENTS FOR 2019/2020 AND 2020/2021 IN RESPECT OF ANTICIPATED RECRUITMENT COSTS AND HANDOVER PERIOD

Member considered the costs which will be associated with recruitment of a new Town Clerk, to include advertising, interview costs and handover period.

Proposed by Councillor Mrs R Pearson, seconded by Councillor Mrs L Wild and with 2 votes against

RECOMMENDED: That the Clerk submit costings for advertising through SLCC and Indeed, with provision for a buffet lunch for shortlisted candidates and a three-month handover period to Finance Policy & General Purposes Committee to be budgeted over a two-year period.