

WHITBY TOWN COUNCIL

Minutes of the meeting of the Human Resources Committee held in the Pannett Art Gallery, Pannett Park, Whitby on Tuesday 15th October 2019 at 5.30 p.m.

PRESENT: Councillors Mrs N Wilson (Chairman), Mrs H Coughlan, R Dalrymple, G Jackson, and C Winspear.

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.

HR378/19 APOLOGIES

Apologies were received from Councillor Ms R Pearson and Mrs L Wild.

HR379/19 DECLARATION(S) OF INTEREST & REQUESTS FOR DISPENSATION

There were no declarations of interest.

HR380/19 PUBLIC PARTICIPATION

There were no members of the public present.

HR381/19 MINUTES

Proposed by Councillor C Winspear, seconded by Councillor R Dalrymple and unanimously **RESOLVED:** That the Minutes for the Human Resources Committee held 17th September 2019 having been circulated are taken as read confirmed as a correct record and signed by the Chairman.

HR382/19 APPRAISALS

The Clerk reported on the outcome of the admin staff appraisals and presented a letter from the Pannett Art Gallery Curator requesting a salary and job description review. Members discussed the request from the Pannett Art Gallery Curator and agreed that this should be carried out.

Proposed by Councillor R Dalrymple, seconded by Councillor G Jackson and unanimously **RESOLVED:** That the outcome of the admin staff appraisals are received and the review of the Pannett Art Gallery Curators post should be carried out at the next meeting.

HR383/19 SUCCESSION PLANNING TOWN CLERK 2020

The Clerk reported that 26 recruitment packs had been sent out, so far 6 applications have been returned.

Proposed by Councillor R Dalrymple, seconded by Councillor Mrs H Coughlan and unanimously

RESOLVED: That this information is noted.

Proposed by Councillor R Dalrymple, seconded by Councillor G Jackson and unanimously **RESOLVED:** That the Human Resources Committee will meet to shortlist candidates at 4.00 p.m. on Tuesday 29th October and the subject for the interview presentation will be decided.

Proposed by Councillor Mrs N Wilson, seconded by Councillor Mrs H Coughlan and unanimously

RESOLVED: That the following Councillors are nominated to the interview panel, Mrs N Wilson, Mrs H Coughlan, R Dalrymple, G Jackson and Mrs L Wild. *W*

Wilson
29.10.19