

## CLOSED SESSION MINUTES

Closed session minutes of Staffing Committee Meeting held on **TUESDAY 15<sup>TH</sup> MARCH 2022** at 2.15pm.

### **ST/01     PRESENT**

Chair:                    Cllr Lyle

Councillors:          Adams, Garner, Gill (from 2.33pm) Pote and Waite.

Officers:                Gina Wilding, Town Clerk  
                              Naomi Brotherton, Senior Admin Assistant

### **ST/02     HEALTH & SAFETY**

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

### **ST/03     RECORDING OF MEETINGS**

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.

### **ST/04     APOLOGIES**

No apologies had been received.

### **ST/05     DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests  
None declared

Conflict of Interest  
None declared

Personal interests

None declared

**ST/06 MINUTES – 28<sup>TH</sup> APRIL 2021**

**RESOLVED (4:0:1) DL/RP**

That the minutes of the 28<sup>th</sup> April 2021 be approved as a true record and signed by the Chair.

**ST/07 DELEGATED DECISIONS – 9<sup>TH</sup> FEBRUARY 2022**

**RESOLVED (unanimous) DL/BW**

That the delegated decisions of the Staffing Committee on the 9<sup>th</sup> February 2022 be noted.

**ST/07 PUBLIC OPEN SESSION**

There were no members of the public present.

**ST/08 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman moved that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**RESOLVED (unanimous) DL/BW**

That the public and press be excluded and the meeting continue in closed session.

**ST/09 STAFF TRAINING**

2.33pm Councillor Gill joined the meeting.

**RESOLVED (unanimous) DL/EG**

That the staff training for 2021/22 be received.

**ST/10     RECRUITMENT SCHEDULE**

**RESOLVED (unanimous)   DL/BW**

That the recruitment schedule be noted.

**ST/11     RECRUITMENT PACK FOR COMMUNICATIONS & MARKETING OFFICER**

**RESOLVED (unanimous)   DL/BW**

That subject to minor amendments the job advert, job description and person specification, application form, short-listing criteria/scoresheet, interview questions and interview scoresheet be approved.

**ST/12     INTERVIEW TEST**

**RESOLVED (unanimous)   DL/EG**

That the draft interview test is approved at the short-listing meeting.

**ST/13     RECRUITMENT PACK FOR DLF ASSISTANT GROUNDS PERSON**

**RESOLVED (unanimous)   DL/PA**

To approve the recruitment pack for the DLF Assistant Grounds Person.

**ST/13     RECRUITMENT OF PUBLIC CONVENIENCE CLEANER**

**RESOLVED (unanimous) DL/BW**

Following advice from the Town Council's HR Advisor, to approve option 1 following advice from the Town Council's HR Advisor or the Town Clerk under delegated authority to approve the recruitment schedule in option 2.

The meeting closed at 3.17pm.

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Chairman

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Date