

Minutes of the Staffing Committee –29th May 2019 (Meeting commenced at 6:30pm)

050/19 1. **Chair’s opening remarks.**

None made.

051/19 2. **Attendance Register and Apologies for Absence.**

Present: Lindsay Cooper (Chair), David Ainslie, Lucy Lewin, Alec Crombie, Mark Shaw, Stephen Rozak and Ron Simpson.

Apologies received from Sam Findlay, Liz Clarke and Miranda Jones – these were noted.

052/19 3. **Declaration of Members Interests**

None

053/19 4. **To confirm the report of the meeting held on Wednesday 29th April 2019.**

Resolution: Proposed by Mark Shaw, seconded by Stephen Rozak, 5 in favour and 2 abstentions.

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed by Lindsay Cooper that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item, subject to agreement by members before the debate commences. Seconded by Stephen Rozak and unanimously agreed.

Meeting entered closed session at 6:34pm

054/19 5. **To consider an update in respect of;**

- a) Applications for Town Clerk vacancy and any next steps and recommendations to Full Council for the next stage of the recruitment process.
- b) Consider the appointment of a locum and the offer of a short-term contract from June 2019 onwards and any other next steps and recommendations to Full Council.

Staffing Committee agreed actions that it would recommend to Full Council at the next opportunity and gave the Clerk a series of actions to get underway. These are detailed in the confidential report for members of Committee.

Meeting re-opened at 7:50pm for the following Resolution for 5a: Proposed by Lindsay cooper that 8 candidates are invited to **Stage 1** of the selection process which will be held between 4.00 and 8.00pm on Thursday 13th June 2019 at which there will be an open invitation to Staffing Committee members to attend. This will include competency based questions asked by the Chair / Deputy Chair of Staffing Committee. A shortlist will then be drawn up for **Stage 2** of the recruitment process which will take place between 4.00 and 8.00pm on Tuesday 25th June 2019. The first part will include a short presentation to which Full Council are invited, followed by a further session including more competency based questions. The second part of this session Staffing Committee members are invited to attend. The Assistant Clerk will be involved in Stage 2 of the process. The successful candidate to be recommended to Full Council in July 2019. Seconded by David Ainslie and unanimously agreed.

Meeting closed at 08:10pm.