

MIDDLEWICH TOWN COUNCIL

RECRUITMENT SUB COMMITTEE

Minutes of a meeting of the Town Council's Recruitment Sub Committee held in Room 3A, Victoria Building on Tuesday 7th January 2020, commencing at 6.15pm

PRESENT:

Councillors Carol Bulman (Chairman), Graham Orme and Helen Watkinson

Officer in Attendance: Denise French, Deputy Town Clerk

Also present: Jackie Weaver, Cheshire Association of Local Councils (Chalc)

1 Appointment of Chairman

RESOLVED

That Cllr Carol Bulman be appointed Chairman of the Sub Committee

2 Apologies for Absence

none

3 Declarations of Interest

There were no declarations of interest made.

4 RESOLVED

That the meeting be moved into Part 2 session and the public and press be excluded on the grounds that the matters to be discussed involve staffing matters.

5 Interim Clerk

The Sub Committee considered the appointment of the Interim Clerk. Having regard to the Council's advisor in this matter (Mrs Jackie Weaver of Cheshire Association of Local Councils) Members agreed the following:

RESOLVED: That:

(a) Mrs L Benskin be appointed as Interim Clerk on grade LC3, on 85% of FTE, with effect from 6th January 2020, for a three month period with the option to extend in accordance with the terms and conditions outlined in the draft contract and discussed at the meeting. The draft contract be confirmed.

Members further considered the interim working arrangements and how best to utilise the

time of the Interim Clerk during the interregnum and it was further agreed that

(b) A procedure be introduced whereby any Councillor wishing to contact staff will contact the Chairman of Internal Committee in the first instance.

6 Town Clerk, RFO and Deputy Town Clerk

The Sub Committee discussed the recruitment process for vacant posts including terms and conditions and the recruitment process.

RESOLVED: That:

(a) the Council will recruit to the post of Town Clerk/RFO on grade LC3 – substantive and points above substantive, as soon as possible following consideration of model documents provided by Chalco; and

(b) the provisional timetable be agreed with the closing date of 24th February and interview date of 10th March; and

(c) the membership of the Interview Panel be discussed and agreed at the next meeting and will include the Chief Officer of Chalco.

The meeting concluded at 7.15pm

Councillor C Bulman (Chairman)
