

**MINUTES OF HORSMONDEN PARISH COUNCIL PERSONNEL COMMITTEE MEETING**  
**TUESDAY 23RD JANUARY 2018 AT 8.15 PM,**  
**HORSMONDEN VILLAGE HALL.**

**Present:** Cllr Russell (Chair)  
Councillors, Jenkinson and March

**In attendance:** Lucy Noakes (Clerk)  
No members of the public.

**Declarations of Interest:** Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. None were recorded.

**1.APOLOGIES FOR ABSENCE**

Cllr Davis.

**2. PUBLIC SESSION**

None.

**3. CONSIDER AND DEVISE JOB DESCRIPTION FOR DEPUTY/ASSISTANT CLERK**

There was a brief discussion as to whether the literature should refer to a 'deputy' clerk or 'assistant' clerk. Cllr March proposed that the position should be for a 'assistant to the Clerk', seconded Cllr Jenkinson, unanimous, the distinction between the two titles being that the new member of staff will not take on the same responsibilities as the clerk in her absence, but will provide basic office cover and carry out specific tasks at the discretion of the clerk.

The members of the committee went through the Job description as provided by the clerk, line by line making alterations as appropriate.

It was proposed by Cllr Jenkinson, seconded by Cllr March and voted for unanimously that the Job Description, (now appendix 1) as discussed and amended be accepted.

**4. CONSIDER AND DEVISE PERSON SPECIFICATION FOR DEPUTY/ASSISTANT CLERK**

The Person Specification as provide by the clerk was discussed line by line and alterations made.

It was proposed by Cllr Jenkinson, seconded by Cllr March and voted for unanimously that the Person Specification (now appendix 2), as discussed and amended be accepted.

**5. CONSIDER AND DECIDE TIMINGS AND ADMINISTRATION OF JOB ADVERTISEMENT AND INTERVIEW PROCEDURE**

The job advertisement as provided by the clerk was looked at very carefully and shortened where possible. It was suggested that the advert be put into Wealden Advertiser for 3 weeks in succession on 6<sup>th</sup> 13<sup>th</sup>, 20 of April with a closing date of 30<sup>th</sup> April 2018. The advert will be ready to go into April Parish News. The clerk will also put the advert on Parish Noticeboards and website as from 6<sup>th</sup> April, as well as asking the school and kindergarten to put this in their newsletters and shops to put the ad in their windows.

It was proposed by Cllr March that the advert as altered (now appendix 3) be accepted, seconded Cllr Jenkinson, unanimous.

**6. OTHER MATTERS FOR CONSIDERATION (DISCUSSION ONLY)**

There was some discussion about when and where the interviews should take place and it was suggested that two members of the personnel committee should carry out the interviews and the clerk should be present to give her input. However, the details of the interviews and matrix of questions to ask the candidates were left for discussion and finalisation at the next personnel committee meeting which will take place prior to the advert being published.

**The meeting closed at 10.30p.m.**