

A meeting of the Human Resources Committee was held in the Four Clocks Centre, Bishop Auckland on Tuesday, 11th February 2020 at 6.00 p.m.

Present: Councillor Blackburn (Chairman) and Councillors Brownson, Cullen and S. Zair
Also Present: David Anderson (Town Clerk).

HR.11/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Allen.

HR.12/19 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

HR.13/19 EXCLUSION OF PRESS AND PUBLIC

In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excluded the press and public for the remaining items on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

HR.14/19 RESIGNATION OF TOWN CLERK AND RESPONSIBLE FINANCE OFFICER

The resignation of the Town Clerk and Responsible Finance Officer, giving two months notice expiring on 31st March 2020, was noted. (For copy see file of Minutes)

HR.15/19 APPOINTMENT PROCESS FOR TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER AND INTERIM ARRANGEMENTS

Consideration was given to a report of the Town Clerk which proposed a process for the appointment of a new Town Clerk and Responsible Financial Officer and considered interim arrangements to fill the gap until a successful applicant was able to take up the post. (For copy see file of Minutes)

Members also considered the recommendations of the internal auditor made in his report for years ending March 2018 and March 2019 that staff salaries should be reviewed.

- RESOLVED:**
1. That the proposed process for appointing a new Town Clerk and Responsible Financial Officer, be agreed together with the job advert, job description and person specification.
 2. That longlisting, if required, be undertaken by the Assistant Town Clerk, in consultation with the Chairman and Vice Chairman of Human Resources Committee.
 3. That shortlisting be undertaken by the Human Resources Committee.
 4. That interviews be undertaken by the Human Resources Committee.
 5. That arrangements be made to seek the appointment of a locum Town Clerk.
 6. That the appointment of a locum Town Clerk be made by the Town Clerk, in consultation with the Mayor and Chairman of Human Resources Committee.

Signed:
Chair

7. That a review of staff salaries be considered.

Signed:
Chair