

Sandy Town Council

Minutes of the special meeting of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 17th January 2022 at 7.00pm

Present: Cllrs P N Aldis, P Blaine, A Gibson, A M Hill, W Jackson, T Knagg, R Lock, M Pettitt (Chair), P Sharman and S Sutton.

Absent: Cllrs J Hewitt, C Osborne, M Scott and N Thompson.

In attendance: Mr C Robson (Clerk)

Action

1 Apologies for Absence (169-2021/2022)

Apologies had been received from Cllrs C Osborne and M Scott.

Admin

2 Declaration of Interest and requests for dispensations (170-2021/22)

(i) *Disclosable Pecuniary Interests* – None.

(ii) *Non-Pecuniary Interests* – None.

(iii) *Dispensations* – None.

3 Election of Member to Human Resources Committee (171-2021/22)

Cllr P Sharman was nominated and seconded to be appointed to the vacant seat on the Human Resources committee.

Cllr J Hewitt was nominated and seconded to be appointed to the vacant seat on the Human Resources committee.

Councillors proceeded to vote by ballot on the appointment. Voting was carried out in line with Standing Orders.

Following the vote by ballot the Clerk announced that each candidate had received 5 votes. Therefore, the Chairman would have a casting vote.

The Chairman informed the Council that he had initially voted for Cllr Hewitt and as such would also use his casting vote that way.

RESOLVED that Cllr J Hewitt be elected to the Human Resources Committee for the remainder of the Council year.

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4 Public Notices (172-2021/22)

Members noted that the next scheduled meeting of Full Council was the 24th January 2022 at 7:30pm.

5 Committee in Private Session (173-2021/22)

RESOLVED that in terms of schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

6 Minutes of Committees and Recommendations therein (174-2021/22)

The Mayor presented the recommendations and recruitment pack from the Human Resources committee. Members thanked the Clerk for the way in which he has managed his exit and acknowledged that having a Clerk in place was a different situation to when a Clerk was previously recruited, giving the Council an advantage.

It was proposed and seconded that the Council approve the recommendations from the Human Resources committee on the recruitment of a Town Clerk.

RESOLVED that;

- The HR committee will oversee the recruitment of a new Town Clerk as allowed for in the Council's Scheme of Delegations. That an interview and selection panel will be made up of the Mayor and Deputy Mayor and up to three members of the HR committee. That the HR committee will agree appointment of members to the panel.
- The Council's external Human Resources provider will be on hand to advise and support the HR committee during the recruitment process and the Clerk will organise this support.
- The current Town Clerk be involved in the recruitment process.
- The HR committee will decide on a topic for an interview presentation which will be advised to shortlisted candidates at the time they are invited to interview.

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- The Council approve the application and selection process and the timeline/dates set out within the documentation.
- The Council approve the job application pack, including;
 - The Job Advert for the role of Town Clerk
 - The Town Clerk Job Description
 - The Town Clerk Person Specification
 - The Key Terms and Conditions of Employment
 - The application and selection process information document
 - The Job Application form
- That the Clerk, in conjunction with the Chairman of HR and Mayor, consider and propose how best to provide an opportunity/forum for candidates and the staffing team to engage as part of the recruitment process.