



**DRAFT**

**Minutes of the HR Committee meeting  
Held 2nd August 2023 at 18:30  
Online**

**Present:** Cllrs. Mike Flanagan (Chair), Mags Griffiths and Heidi Bennett

**Apologies:** Cllrs. Jane Gebbie, and Sarah Botterill

**HR 7/24 Public Interest Test**

*The following resolution applies to the meeting of this HR Committee. By virtue of the Public Bodies (admissions to Meetings) Act 1960, the press and public are excluded from the meeting on the basis that with regards to all agenda items, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

**It was proposed, seconded and resolved to close the meeting to the public**

**HR8/24 Election of Chair for 23/24**

**It was proposed, seconded and resolved that Cllr Mags Griffiths would act as Committee Chair for the forthcoming year.**

**HR9/24 To agree immediate and temporary administrator arrangements**

Advice had been sought from OVW, and operating without a Clerk/RFO was a key issue for NHCC and hampered process and progress.

It was the HR Committees recommendation to full council that Cllr Bennett undertakes an admin function for full Council until such a time that a locum or full clerk is appointed.

**It was proposed, seconded and resolved Cllr Bennett would act as unpaid administrative support for the purposes of this HR Committee until a clerk or locum was appointed.**

**HR10/24 Declarations of Interest:**

No disclosures of personal and/or prejudicial interests from members were received or recorded.

**HR11/24 To approve Minutes of the meeting Feb 28th 2023 and April 4th 2023**

It was proposed, seconded and agreed the minutes of 28/2/23 and 4/4/23 were a true and accurate record.

**HR12/24 Matters Arising from he minutes of Feb 28th and April 4th 2023**

There were no matters arising from the minutes of 28/2/23 or 4/4/23. Recommendations from those meetings had been noted and approved by full council.

**HR13/24 Clerk's resignation**

Cllr Flanagan as Chair of NHCC received and reported the Clerk's resignation. The resignation had been acknowledged and accepted and the contracted notice period had been served.

**HR14/24 Process and Schedule for recruitment for recommendation**

The Chair NHCC had been in touch with OVW and received information and costs for OVW consultancy to run a recruitment process on behalf of the Council. Discussion ensued that this approach was costly and may not guarantee successful recruitment.

Members reconsidered the job evaluation that had been completed in preparation for the previous recruitment drive and the Job description and person spec. Councillors felt the paperwork remained relevant and current. It was noted the previous process worked but there is a national problem in recruiting experienced and qualified clerks. Members noted there had been and would be an inevitable need for support and hand-holding for any new clerk.

Advertising the role would be through OVW, Town and Community Council Forum and other mechanisms including Indeed, NHCC Website and social media and this would go live immediately with a closing date of August 18th 2023

Dates for interviews would be set dependent on availability of venue and Councillors.

If after interview no-one was deemed appointable, then it was agreed the committee would review the approach.

**It was proposed, seconded and resolved to recommend the above recruitment process be run in-house and go live following full council in line with the above.**

**HR15/24 To consider any urgent items**

**(a) Locum support**

The previous locum had advised she may not be able to continue to support due to a change in her circumstances.

Action Point: Cllr Bennett would ask the previous locum to finalise the signing of the AGAR, and it was agreed she would explore other locum support and bring this back to the Committee.

**It was proposed seconded and resolved to recommend to Full Council that it delegates responsibility for recruitment, selection and appointment of a new Clerk, and to appoint a locus in the meantime should that be possible .**

**HR16/24 Date of Next meeting**

To be confirmed for shortlisting process.

The meeting closed at 6.55pm