



Newcastle Higher Community Council Cyngor Cymuned Newcastle Uchaf

**Minutes of the HR Committee meeting held
3rd April 2023 at 18:30 Online**

Present: Cllrs. Mike Flanagan (Chair) presided
Cllrs. Mags Griffiths, Sarah Botterill and Heidi Bennett
Apologies: Cllr. Jane Gebbie

HR 1/24 Declarations of Interest:

Cllr. Bennett noted that she knew of 3 candidates and declared a personal interest. She advised Cllr Gebbie knew one of the candidates also. It was agreed neither Cllrs. Bennett nor Gebbie would take part in the shortlisting process (or interviews) should these individuals be short-listed.

Cllr Bennett remained in the meeting for the sole purpose of minute taking.

HR 2/24 Schedule for recruitment

Councillors noted the delay in shortlisting and interviews as set at the previous meeting due to not receiving the paperwork from the Clerk.

Dates for interviews were set as Monday 24th at 5pm (or Friday 28th at 4.30). Dependent on availability of venue. Cllr Botterill will approach Wesley Centre, Tondu.

HR 3/24 Candidate Selection:

Cllrs. reviewed the essential criteria detailed on the person spec and against the criteria agreed to invite 4 candidates to interview.

It was noted that none of the candidates had clerking experience, but the 4 selected had some level of transferable skills and/or experience of local government and/or administration.

Discussion as to whether the role could be made more attractive through hours or salary. Councillors had completed a job evaluation and took time to review comparable vacancies on OVW website.

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

HR4/24 Handover

Councillors discussed the Clerk's offer to continue to work on an ad hoc basis, but did not feel this would be workable.

Action Point: Cllr Bennett was asked to look into locum services in the meantime and to contact the Internal Auditor to see if there was any help they could offer.

Action Point: Cllr Flanagan agreed to make contact with the clerk to obtain equipment and to assist in obtaining the outstanding work alongside Cllr Bennett.

HR 5/24 Policies

The following policies were adopted

- Redundancy,
- Retirement and
- Welsh language. It was noted the Welsh Language policy was basic, but was aiming to be realistic at this point in time, but that the Council should aim to be more ambitious in future.

HR 5/24. Date of Next meeting

To be agreed following the interview date.
The meeting closed at 7.25pm

Signed:

Date: