

**MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL**

**HELD ON MONDAY 7<sup>TH</sup> OF OCTOBER 2024,**

**AT AUCKLEY PARISH CENTRE, COMMENCING AT 12.30PM**

Councillors Present: R. Dobson, J. Staniforth, I. Swainston

E. Lear (Clerk)

1. **Non-Attendance by Councillors**
  - a) Received from Cllr Featherstone
  - b) The reason was accepted.
2. **Declarations of Other Interests and Any Amendments**

None
3. **Determination of the Exclusion of the Public and Press**

Item 5,6,7.
4. **Approve the Minutes of the Staffing Committee Held 11<sup>th</sup> September 2024**

The minutes were approved and signed as a true record.
5. **Determination of the Format & Questions for Interviewing Applicants**

Interview questions had been prepared prior to the meeting with suggestions of who would ask each question. Format - **AGREED**
6. **Interview of the Applicants for the Site Supervisor Post**

There was no need to shortlist as two applications were received. Both candidates were interviewed allowing them both to answer the interview questions and ask their own questions. Both candidates indicated that they were still interested in the role at the end of the interview process.
7. **Consideration of Recommendation to Council for Appointment**

Candidate A would be recommended to the Council -**AGREED**  
The post would be fully agreed subject to the approval by Council on Wednesday 9<sup>th</sup> of October and following receipt of Proof of Right to Work and references.
8. **Consideration of Travel Expenses Policy- AGREED**
9. **Discussion of Tools and Equipment for the Site Supervisor**

A priorities list had been formed based on the requirements of the job. Only hand tools would be purchased and the list would be reviewed as/if the post develops. Recommendation for purchase to be made to Council- **AGREED**
10. **Confirmation of Date and Time of Next Meeting**

The next Staffing Committee meeting will take place on Wednesday 13<sup>th</sup> of November at Auckley Parish Centre, Auckley.

Chair.....

Date: .....

