**PARISH COUNCIL OF BISHOP WILTON**

**Minutes of the Extraordinary Meeting of the Parish Council, dated Friday 2 October 2020**

The meeting was opened by the Chair- Cllr: Haywood who then invited Cllr Rigby – Chair of the Personnel Sub Committee to Chair the forum who also acted as note taker to record the minutes.

Present: Cllrs. Black, Hammond, Haywood, King, Rickatson, Rigby, Sumpner

**Welcome & Apologies**: The Chair welcomed everyone to the Zoom [remote] meeting and there were no apologies. The Chair then handed over proceedings to Cllr Rigby.

**Purpose of the Meeting:** Discuss & agree the appointment of a new Parish Clerk/Financial Officer

**Open Forum –** Due to the confidentiality of this topic, namely; discussions to include candidate feedback from the recruitment & selection process and recommendation for the remuneration package; this session was a closed meeting and members of the public were not be permitted to attend.

**Meeting -** The meeting opened at 16.35

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| **1** | **DECLARATION OF INTERESTS** | **ACTION** |
| 1.1 | Cllr Hammond declared that because he knew one of the candidates, he would be unable to participate in the voting process | Noted & Acknowledged |
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| **2** | **RECOMMENDATIONS, FROM THE RECRUITMENT & SELECTON PROCESS** | **ACTION** |
| 2.1 | Cllr Rigby, gave a brief summary of the selection process, where the interview panel consisting of members from the Personnel Sub Committee [Cllrs Black, Rickatson, Sumpner & Rigby] drafted a series of competency based questions to test /seek evidence against the requirements of the role, adding a score for each section and an overall summary. | Noted & Acknowledged |
| 2.2 | From receiving several expressions of interest/applications from the job advert, 3 candidates were shortlisted and invited to attend a face 2 face interview on the late afternoon of Friday 25th and the morning of Saturday 26th September 2020. It was noted that 1 candidate withdrew prior to interview as they had been successful in securing a similar role with another Parish Council. | Noted & Acknowledged |
| 2.3 | On completion of interviewing the 2 remaining candidates, the panel compared notes and agreed the final scoring and reasoning for each against the sections covered during the interview. | Noted & Acknowledged |
| 2.4 | Following the wash up exercise to discuss each candidate, the panel arrived at a unanimous decision and although both candidates displayed strong evidence, candidate 1 achieved a higher score due to the fact that they already hold a position as a Parish Clerk, coupled with a strong financial background, made for the preferred choice | Noted & Acknowledged |

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| **3** | **APPROVING THE CANDIDATE** | **ACTION** |
| 3.1 | Following a discussion making to specific examples presented by members of the Personnel Sub Committee, Cllr Rigby proposed for the PC Forum to vote on the recommended/preferred candidate, by requesting each member of verbally state Yes or a No, which was seconded by Cllr Black | PC members voted |
| 3.2 | It was recorded that all members present excluding Cllr Hammond voted unanimously for Candidate 1 | Noted & Recorded |

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| **4** | **AGREE THE REMUNERATION PACKAGE** | **ACTION** |
| 4.1 | Cllr Rigby referred to the E01-20/2020-21 National Salary Award, dated 26 August 2020 and proposed that Candidate 1 should be paid within the LC1 (13-17) SCP 15, based on the agreed 4.5 hours per week | Noted & Recorded |
| 4.2 | Cllr Rigby then proposed to take a vote to agree minute item 4.1, which was seconded by Cllr Black | Noted & Recorded |
| 3.3 | It was recorded that all members present excluding Cllr Hammond voted unanimously to pay Candidate 1 paid within the LC1 (13-17) SCP 15, based on the agreed 4.5 hours per week | PC members voted |

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| **5** | **AGREE THE START DATE** | **ACTION** |
| 5.1 | The PC agreed that the start date should be Friday 9 October 2020, to allow for period of handover and familiarisation in readiness for attending the full PC on Monday 19 October 2020 | Noted, agreed & Recorded |
| 5.2 | Cllr Rigby suggested for Cllr Haywood to contact Candidate 1, to inform of the decision and make a verbal offer, on conclusion of the meeting Cllr Haywood would then confirm offer/acceptance to the forum via email thereafter. | Cllr Haywood  Noted, agreed & Recorded |
| 5.3 | Cllr Rigby to draft the Contract of Employment, supporting docs [payroll set up] and reference checks | Cllr Rigby to forward draft Contract of Employment to Candidate 1 |
| 5.4 | Upon confirmation of verbal acceptance from Candidate 1, Cllr Rigby to contact Candidate 2, to inform them of the decision and provide feedback | Cllr Rigby |
| 5.5 | Cllr Sumpner confirmed that the required signatory changes for the banking were now in place | Noted & Recorded |

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| **6** | **ESTABLISH THE ARRANGEMENTS FOR THE HANDOVER PROCESS** | **ACTION** |
| 6.1 | The PC agreed that the handover date should be Friday 9 October 2020, to take place at Bishop Wilton Village, attended by the chair – Cllr Haywood, Cllr Sumpner [ActingParish Clerk] and Candidate 1. | Cllr Haywood & Sumpner to attend handover |

**Date of next Meeting –** Monday 19 October 2020

**The meeting closed at –** 17:25

**Signed by Date:**