

BADWORTH PARISH COUNCIL

Minutes of the HR Committee Meeting

Held on Friday 29th September 2023 at 7:00pm at 10 Saddlers Way, Badsworth

Present: Cllr R Ellis Cllr Mrs B Graham Cllr J McKinnell

In Attendance: Cllr BM Graham Mr T Parkinson

Exclusion of the Press and Public.

In accordance with Public Bodies (Admissions to Meetings Act 1960), the press and public are excluded from this meeting on the grounds that the publicity would be prejudicial nature of the business to be transacted.

IN PRIVATE

HR23-8 Meeting Purpose

The purpose of the meeting was to consider all applications received for the post of Clerk / RFO to Badsworth Parish Council and to draw up a shortlist of candidates for interview as appropriate.

HR23-9 Interview Panel

Cllr BM Graham was invited to sit in the meeting as Cllr McKinnell indicated that she would be unavailable for the interview date due to a prior commitment. It was

RESOLVED HRC1 that Cllr BM Graham be invited to substitute for Cllr MrKinnell on the formal interview panel.

HR23-10 Receipt and Consideration of Applications Received

All applications received were matched against the Job Description and Person Specification that were circulated to candidates.

Two applications (*AB + CC*) met sufficient criteria to validate their invitation to attend formal interview. Both of the candidates are also available to start immediately.

Following the discussions, it was

RESOLVED HRC2 that two candidates be invited for formal interview.

HR23-11 Interview Process

It was agreed to hold the formal interviews on Wednesday 11th October 2023 at the Lawson Hut which is available from 5-7pm. The invited candidates will be interviewed in the order of that their applications were received. Each interview will be allocated approximately 45 minutes, with a 15-minute gap between candidates. Following discussion, it was

RESOLVED HRC3 that interview will take place as follows:
Candidate 1: 5:15 – 6:00pm; and
Candidate 2: 6:15 – 7:00pm.

The advertisement indicated that DBS checks will take place. As part of the due diligence process further social media searches will be undertaken. Following discussion, it was

RESOLVED HRC4 that DBS and social media checks will only be undertaken on the preferred candidate following the formal interview process.

HR23-12 Payroll Procedures

A discussion was held on the necessary payroll procedures that must be put in place. It was generally agreed that due to the complexities of dealing with tax, NI and pension contributions this is a service that should be outsourced.

It was therefore

RESOLVED HRC5 to recommend to full Council that the necessary Payroll Services be outsourced. If approved, quotes for this will need to be sourced as a matter of urgency.

HR23-13 Date of Next Meeting

The next meeting of the Committee will be at the Formal Interviews to be held on Wednesday 11th October 2023 in The Lawson Hut at 5:00pm

Meeting Closed 7:35pm

