



Meeting (No) **Human Resources Committee (2)**
Time & Date **21st July 2016 at 10am**
Place **Neston Methodist Church**
Document **Draft - Minutes**

Present: Cllrs Lloyd (Chair), Fleetwood, Pilley and Shipman and Mrs Kunaj (Council Manger)

PART 1: Items considered in the presence of the press and public

	<i>Lead</i>	<i>Document</i>
16 Apologies for absence		
Resolved: To accept apologies from Cllr Marlow.		
17 Declarations of Interest: None.		
18 Appointment and Interview Panel		
Resolved: To nominate Cllrs Lloyd, Shipman and Wilkie and the Council Manager as the interview panel.		
19 Exclusion of the Press and Public		
Resolved: To exclude public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.		

PART 2: Items considered in the absence of the press and public

- 20 Assets and Events Manager appointment**
- a To draw up a shortlist of candidates.
– *This item was carried forward to follow item 22 – see below*
 - b **Resolved:** That Council's Support Officer will assume a fulltime position with effect from 25/07/16 to assist with the role of the Assets and Events Manager, and until the newly appointed Assets and Events Manager is able to undertake their duties in full.
 - c **Resolved:** To approve a temporary variation of contract with effect from 25th July 2016 for the Support Officer to 37 hours, with pay being applied for 27 hours at NJC scale point 15, and 10 hours pay applied at scale point 26. The priorities for this role will made be under the supervision of the Council Manager.
- 21 Other Items:** None.
- 22 Next meeting:** Members agreed the next meeting would be held on 28th July, at which time the committee would consider the recommendation of the interview panel and make the appointment of the Assets and Events Manager for Neston Town Council.
- 20a Assets and Events Manager appointment**
- *This item was carried forward- see above*
- Members selected 4 applicants to attend at interview on 28th July.

Meeting closed at 11.05am

Signed C. Kunaj Dated 27/9/16