

## **Earnley Parish Council Employment Committee**

Minutes of the meeting of Earnley Parish Council Employment Committee meeting held on 7<sup>th</sup> October 2024, which commenced at 14.15pm at Bracklesham Barn, Beech Avenue, Bracklesham.

**PRESENT:** Cllrs Robert Carey (Chairman), Frank Doel (Vice Chairman), John Stant and John Williams.

**In attendance:** Louise Chater (Clerk).

### **EC06.24 PUBLIC QUESTION TIME**

None.

### **EC07.24 APOLOGIES AND REASONS FOR ABSENCE**

On a proposal by the Chairman, it was RESOLVED to accept Cllr. MacDonald's apology and the reason for absence.

### **EC08.24 CODE OF CONDUCT**

1. Declarations of Interest on items included on the agenda - none.
2. Dispensation requests - none.

From this point forward the on a proposal by the Chairman, it was RESOLVED to close the meeting to the public due to the confidential nature of the business to be conducted.

### **EC09.24 REVIEW AND AGREE THE FORMAT OF EVALUATION PROCESS FOR THE APPLICATION COMPARISON, INTERVIEW PROCESS AND QUESTIONS AND INTERVIEW EVALUATION.**

Clerk to obtain advice on mileage and hours claim in relation to attending the monthly meetings.

Following discussion and amendment on a proposal by the Chairman, it was RESOLVED to agree the evaluation form.

### **EC10.24 REVIEW OF APPLICATIONS FOR THE ROLE OF CLERK AND RESPONSIBLE FINANCIAL OFFICER**

Following a review of each candidate's application and the completion of the evaluation form, on a proposal by the Chairman, it was RESOLVED to invite all four applicants for an interview.

### **EC11.24 SET DATE FOR INTERVIEW AND PROVIDE INSTRUCTIONS TO THE CLERK ON WHO TO INVITE FOR INTERVIEW**

On a proposal by Cllr. Doel, it was RESOLVED that the Clerk and that Cllr. John Stant and Cllr. Robert Carey, form the interview panel. Date to be confirmed once the Clerk has booked the hall.

It was agreed that each candidate would be required to carry out a skills test.

**EC12.24 PROVIDE THE CLERK WITH INSTRUCTION ON OBTAINING REFERENCES ON THE PEOPLE PUT FORWARD FOR INTERVIEW**

On a proposal by the Chairman, it was RESOLVED the Clerk obtain a verbal professional reference prior to the interview, which will be followed by written reference, for the person offered employment subject to a satisfactory reference.

There being no further business the meeting closed at 16.27pm

Signed: \_\_\_\_\_ Chairman Earnley Parish Council Employment  
Committee

Dated: \_\_\_\_\_