MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S STAFFING COMMITTEE HELD AT KNARESBOROUGH HOUSE on Thursday 11 January 2024

PRESENT: Chair: Councillor D Goode

Councillors: Batt, Gostlow, Longhurst, Pickard and

Westmancoat.

Staff Present: The Clerk and Deputy Clerk

Late Arrivals: None Early Departures: None

24/009 Item 1 - To receive apologies and consider approval of inability to

attend the meeting

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillor K Davies.

Councillor Batt attended as a substitute for Councillor Davies.

24/010 <u>ITEM 2– Councillors' Disclosure of an Interest</u>

None for this meeting.

24/011 <u>ITEM 3 - KTC Public Speaking Session</u>

None for this meeting

24/012 ITEM 4 - To consider and, if thought fit, approve as a correct record,

the Minutes of the held on:

4.1 Thursday 09 November 2023

RESOLVED: That the minutes of the staffing committee meeting held on Thursday 09 November 2023 be approved as a correct record and signed by the Chair

24/013 ITEM 5 – Confidential session

In view of the confidential nature of the business to be transacted re **ITEM 6** pertaining to recruitment, the item be dealt with in private session and, subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public and press.

RESOLVED: As above

24/014 <u>ITEM 6 – To consider the next stage in progressing Town Council's plan to engage a third member of administrative staff including:</u>

- i) Agree short list of applicants
- ii) Agree interview date and interview format
- iii) Agree interview panel with substitute
- iv) Finalise interview questions

RESOLVED: That all applicants be invited for interview. That the interview date is set for Friday 19 January and with format agreed. The interview panel to consist of 3 councillors, Councillors Batt, Goode and Pickard (with Councillor Westmancoat as substitute) and the panel be given delegated authority to make the final candidate selection if appropriate. The interview questions (as held on file) were agreed.

Committee came out of confidential session and the meeting closed.

Meeting closed at: 10:40a.m.

Signed by the Chair: Councillor D Goode