

## Malmesbury Town Council

Minutes of the Extraordinary meeting of the **Policy & Resources Committee** held on **Tuesday 4<sup>th</sup> May 2021** commencing at 6.30pm via zoom.

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**Present:** Councillors S D'Arcy, P Exton, L G Grant (Vice-Chair), W R Jones (Chair), K Power, C Ritchie, P Smith, F Vandelli

**Others Present:** Gill Davie (Minutes)

- 1. Declarations of Interest:** None
- 2. Apologies for Absence:** None
- 3. Public Question Time:** There were no public questions.
- 4. To consider the recommendation from the Personnel Sub-Committee on the recruitment of the Town Clerk**

Cllr Jones updated the Committee on the meeting of the Personnel Sub-Committee held approx. 10 days previously. Information had been provided to that meeting by the Acting Town Clerk on salary comparisons with other Councils in the area. Conclusions from this data indicated that the positioning for the Town Clerk in Malmesbury was at an appropriate level.

The Acting Town Clerk had also informed the Personnel Sub-Committee of her interest in being considered for the role. Detailed discussion took place regarding the potential next steps in the recruitment process with emphasis on the existing recruitment policy and its focus on the development of staff. The committee was asked for approval to follow the current internal recruitment process, including a formal assessment interview before considering another external advertisement.

**Resolved:** to utilise the existing internal recruitment process, including a formal evaluation stage before considering any external recruitment and to review the membership of the interview panel.

**Proposed** Cllr Jones

**Seconded** Cllr Grant

The meeting ended at 19.40pm

Signed:

Date: