

# St Helens Parish Council



Personnel Panel meeting, 19 January 2018, 6.00pm at St Helens Community Centre

**Present: Councillors:** J Coleman, V Duckett, C Hind, K Tutton;  
**Administrator:** P Baxter;  
**Public:** None.

## Minutes

Action

In the absence of Cllr Robertson, the Vice Chairman presided.

### PP008/17/18 Apologies-

Cllr Robertson.

### PP009/17/18 Declarations of interests and requests for dispensation-

There were none.

### PP010/17/18 Minutes-

Cllr Tutton proposed, seconded Cllr Hind, that the Minutes of the meeting held on 11 December 2017 be approved.

**Resolved** – Unanimous.

**PP011/17/18 EXCLUSION OF PUBLIC AND PRESS-** Cllr Tutton proposed, seconded Cllr Hind, that in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the following item, having due regard to the confidential nature of the business to be transacted.

**Resolved** – Unanimous.

### PP012/17/18 Staffing matters-

- a) Cllr Coleman reported on the proceedings of the Sift & Interview Sub Committee, noting the number of applications received (21), the sift process applied and the subsequent interviews of 4 short-listed applicants. The Sub Committee recommended a candidate for appointment, subject to satisfactory references, which was **agreed**;
- b) The Sub Committee recommended the contractual terms to be applied based upon the National Model Contract, and the starting pay-scale in view of past experience, which was **agreed**;
- c) It was **agreed** that a starting date in the w/b Monday 22 January be offered to the successful candidate, the Administrator undertaking to make appropriate contact and hand-over arrangements.

In closing the meeting at 6.45pm, the meeting Chairman offered the thanks of the Council to the Administrator for his past service to the Council as its Clerk, and for his ongoing support during the recruitment and hand-over process.

Signed ..... (Chairman)