



Worplesdon Parish Council

Minutes of the Staffing Committee meeting held Wednesday 12 September 2018 at 10am in the Conference Room, Worplesdon Memorial Hall

463-2018 - Present

Councillors: Cllr G Adam, Cllr S Fisk, Cllr J Messinger, Cllr N Mitchell and Cllr S Morgan MBE.

Staff: Mrs G White - Clerk to the Council.

464-2018- Apologies

None.

465-2018 - Declaration of Disclosable Pecuniary Interests

No declarations were made.

466-2018 - Declaration of Non-pecuniary interests

No declarations were made.

467-2018 - Minutes of the previous meetings

It was proposed Cllr S Morgan, seconded Cllr S Fisk and unanimously **RESOLVED** that the minutes of the Staffing Committee meeting held 29 June 2018 be approved and signed by the Chairman as a true record.

Pursuant to the Admission to Meetings Act 1960 Section 1(2) In view of the confidential nature of the following business members of the public and press are were excluded from the remainder of the meeting.

468-2018 - To receive the recommendation of the interview panel in respect of the appointment of a permanent part-time Grounds and Maintenance Operative and to confirm the terms and conditions of service and the rate of pay and to make a recommendation to the Council

The interview panel advised that they had met informally with the candidate twice prior to the formal interview being held. The candidate is the existing contractor who has worked for the Council for nine years. The formal interview was held on 8 August 2018.

The staffing committee discussed the interview panel's recommendation.

Following the formal interview, the panel recommended to the staffing committee that Mr Trevena be appointed on a permanent part-time basis, 25 hours per week, on a spot salary [as per the attached confidential report] to recognise the nine years' experience Mr Trevena has obtained. This decision reflected that Mr Trevena will not require any training, albeit he will need to successfully complete a 3-month probationary period.

Approved by the Staffing Committee – 12 November 2018

Following discussion, it was proposed Cllr G Adam, seconded Cllr S Fisk and unanimously **RESOLVED** that the staffing committee recommend the Council employ Mr P Trevena on a permanent part-time basis as per the job description and contract dated 26 September 2018 with a recommended start date of 1 October 2018.

469-2018 - Date of next meeting: 10am Monday 10 December 2018

Meeting closed 10.45am