

Minutes of the HR Committee held on 13th November, 2024 at the Town Council Offices, Civic Hall Square, Shildon at 6pm.

Present: Councillor D Reynolds in the Chair.

Councillors K Ambrosini, S Quinn, P. Quinn, H Hanratty and L Mather

In attendance: T Bellas (Town Clerk)

1. **Apologies for Absence**

Apologies for absence were received from Councillor N Hanratty

2. **Declarations of Interest**

None declared

3. **Members' Dispensations**

No written requests for dispensations had been received.

4. **Exclusion of Press and Public**

It was **resolved** that in accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council now excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public.

5. **Hr Matters**

The Town Clerk presented Members with a recruitment and selection proposal prepared by Nereo. The proposal included support to the Council on the recruitment of a new Town Clerk.

The Town Clerk reported that Nereo would also carry out job evaluations for staff located within the Town Council Offices.

An update was provided to Members on the potential re-structure of the office.

It is **recommended** that:-

1. the Council agree the quote provided by NEREO for the recruitment and section proposal.

Signed
Chairman

2. that a job evaluation be carried out by NEREO on a newly created finance position.
3. that further job evaluations be agreed for members of staff located in the Town Council Offices.

Signed
Chairman