

Minutes of the HR Committee held on 5th December, 2024 at the Town Council Offices, Civic Hall Square, Shildon following the Long Term Attendance Management Meeting.

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)

11. Apologies for Absence

Apologies for absence were received from Councillor N Hanratty

12. Declarations of Interest

None declared

13. Members' Dispensations

No written requests for dispensations had been received.

14. 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.

15. HR Matters

Members considered the following documents for the recruitment of a new Town Clerk.

- Job advert
- Job description
- Person Specification
- Main Terms and Conditions
- Candidate Information Pack

Recommended that the above documents be agreed and returned to NEREO to compile the Candidate Information Pack with an anticipated advert date at the beginning of January 2025.

Signed
Chairman

Office Structure – Job Evaluations

A report was presented to Members on job evaluations conducted by NEREO and the Town Clerk together with factor levels listing and factor points listing as part of the evaluation process.

The Town Clerk also provided a report on changes to the office structure at the Town Council Offices.

Recommended that

1. the job evaluations and salary grading contained within the report (2.1 and 2.2) be agreed.
2. the job evaluation (2.3) within the report be noted.
3. the job titles outlined within the report be agreed.

Signed
Chairman