

Minutes of the HR Committee held on Friday, 7th March, 2025 at the Town Council Offices, Civic Hall Square, Shildon, immediately following the interviews for Town Clerk.

Present: Councillor D Reynolds in the Chair.

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

In attendance: T Bellas (Town Clerk)
D Leask (North East Regional Employers' Organisation)

19. **Apologies for Absence**

Apologies for absence were received from Councillors N Hanratty.

20. **Declarations of Interest**

None declared

21. **Members' Dispensations**

No written requests for dispensations had been received.

22. **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.

23. **Community Development and Engagement Co-ordinator**

The Town Clerk provided a verbal update on the post offered to an internal candidate and the grounds on which the post was declined due to emerging personal reasons.

Members discussed the post in more detail at the meeting.

Recommended that:

1. The post of Community Development and Engagement Co-ordinator be advertised with the emphasis that the job is office based.
2. That NEREO be consulted to provide a cost to support and advise the Town Council through the recruitment process.

24. **Town Clerk and Recruitment of a new Town Clerk**

The Town Clerk presented an update to Members on her official retirement date of 30th April, 2025.

Signed
Chairman

Following the interview process held on 7th March, 2025 supported by NEREO, it is **recommended** that:-

1. the position of Town Clerk be offered to Mr G Gibson as from 1st May, 2025 on LC4 (Below Substantive) SCP 46-49 with a commitment to complete study for Certification in Local Council Administration within 12 months of taking up the post.
2. Mrs T Bellas be offered a short-term contract (no longer than 6 months) to support the new Town Clerk due to a busy business period and staff shortage.
3. Mrs T Bellas be offered an hourly rate on SCP 46 (with a cap of £3,000) 4 hours per week and for these hours to be flexible as and when required.
4. the position of Direct Works Manager be explored as discussed at the meeting and for a report to be presented to a future meeting of the HR Committee.

25. **Office restructure**

The Town Clerk provided members with a brief update on the completion date of the current Finance and Policy Officer as at 31st March, 2025 and that Mr D Benstead will commence his role of Finance Officer as at 1st April, 2025.

It is **recommended** that the verbal update be noted.

Signed
Chairman