

**Minutes of Okehampton Town Council Personnel Sub-Committee
held on Monday 23rd September at 6.30pm in the Committee Room, Town Hall,
Okehampton**

Committee Members Present: Councillor J Yelland (Chairman)
Councillor R Colman (Chairman, Property)
Councillor T Leech (Chairman, Planning)
Councillor B Tolley (Chairman, Parks)

In Attendance: Mrs E James (Town Clerk)

		Action
303	<u>Apologies for Absence</u> – On the proposition of Cllr Tolley, seconded Cllr Leech it was RESOLVED to approve apologies tendered by Cllr Fisher (personal).	
304	<u>Declaration of Interests</u> – None	
305	On the proposition of Cllr Colman, seconded Cllr Leech it was RESOLVED that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.	
306	<p><u>Staffing Matters</u> Following the recent resignation of the Assistant Clerk the previously circulated report and documentation were considered.</p> <p>On the proposition of Cllr Colman, seconded Cllr Tolley it was RESOLVED to recommend item a) of the report to the Policy & Resources Committee in relation to both the remit of the role and pay scale.</p> <p>On the proposition of Cllr Colman, seconded Cllr Tolley it was RESOLVED to recommend item b) of the report to the Policy & Resources Committee in relation to both the remit of the role and pay scale, to take effect on termination of the existing Assistant Clerk’s contract.</p> <p>On the proposition of Cllr Leech, seconded Cllr Tolley it was RESOLVED to approve job descriptions as circulated, with one amendment.</p> <p>On the proposition of Cllr Colman, seconded Cllr Tolley it was RESOLVED that the recruitment panel consist of the Clerk, Chairman of the Policy & Resources Committee and Cllr Marsh.</p> <p>On the proposition of Cllr Colman, seconded Cllr Leech it was RESOLVED to approve the previously circulated Person Specification.</p> <p>Clerk to investigate options for cover of critical items of business in any interim period and place an advert as soon as possible.</p>	Clerk
	On the proposition of Cllr Colman, seconded Cllr Leech, it was RESOLVED to exit Part 2 and ratify decisions made therein. The meeting was closed at 6.59pm	

Chairman