



MINUTES of the HR Committee of Plaistow and Ifold Parish Council held on **Wednesday 29th November 2023**, at Kelsey Hall, Ifold.

Present Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. Andrew Woolf and Catherine Nutting (Clerk & RFO).

HR/23/001 **Apologies for absence & housekeeping**
Apologies were received and the reasons for absence accepted from Cllr. Denyer.

HR/23/002 **Appoint a Committee Chair**
Unanimously **RESOLVED** to **APPOINT CLLR. WOOLF** as Chair.

HR/23/003 **Disclosure of interests**
None.

HR/23/004 **Process for shortlisting**
The Committee **RESOLVED** to score each of the four (4) competencies listed in the Person Specification out of 100%, to include both essential and desirable characteristics. Cllr. Woolf to create a spreadsheet for the Committee's use when shortlisting for interview, showing the percentage weighting for each competency point.

Actions:
Cllr. Woolf

HR/23/005 **Exclusion of Press and Public**
Due to the confidential nature of the interview questions and other staffing matters, the Council **RESOLVED** to exclude the Press and Public from the meeting during consideration of HR/23/006 and HR/23/007, in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it would involve the likely disclosure of exempt information.

HR/23/006 **Interview format and structure**
The Committee discussed and **RESOLVED** upon the interview format and questions.

HR/23/007

Clerk's Exit Interview

The Committee **RESOLVED** to conduct an exit interview with the outgoing Clerk in January 2024. Cllrs. Jordan, Colmer and Woolf to attend.

HR/23/008

HR Committee Terms of Reference

The Committee **RESOLVED** to recommend the adoption of the document by Full Council at its meeting on 13th December 2023.

There being no further business, the Chair closed the meeting at 21:30