

MINUTES OF FINANCE & SCRUTINY (F & S) COMMITTEE OF TETBURY TOWN COUNCIL (TTC)

Held in the Council Chamber, Tetbury on Wednesday 4th January 2017 at 6.30pm

PRESENT: Cllrs A Walsh (Chair), J Williams, S Ball, C Pearce, S Hirst & Executive Officer T Niblett, Public 3 members of Public (Cllrs Painter, Burrell and Stevenson)

Chair advised that recent Council meetings had not followed the TTC Code of Conduct, it was recommended that we request to Full Council that all meetings including Closed Sessions are recorded.

FS1. 01/17 To note apologies for absence: None

FS2. 01/17 To allow public consultation: Cllr Painter was surprised about the complaint that TTC had received regarding the recent article by the Wilts & Glos Standard.

FS3. 01/17 To receive declarations of pecuniary interest in connection with agenda items as shown and not already declared on Register of Interest forms: None.

FS4. 01/17 To adopt minutes held on Monday 14th November 2016: Due to the minutes not being circulated before the meeting, it was recommended that these minutes are adopted at the next F&S meeting on Monday 16th January 2017.

FS5. 01/17 To agree recruitment process – selection panel, interview panel and selection criteria: Cllr Hirst provided an overview of the recruitment process. Following the Full Council meeting on Monday 12th December 2016, the selection panel will consist of Cllrs Walsh, Hirst, Painter, Morgan, Ball and Edge and it was agreed for the panel to meet on Thursday 12th January at 2pm to go through the application forms.

Following the Full Council meeting the job title will be changed to Town Clerk and all short-listed candidates will be notified of this when the initial telephone call to invite them for an interview takes place.

Due to financial implications we need clarification on where TTC stands regarding the company pension and whether a different package could be offered if the candidate does not already have a Local Government Pension Scheme in place.

It was agreed that the probation period would be 3 months with no extensions, Mayor and Chair of F&S to assist the candidate within this timescale.

It was proposed by Cllr Ball, seconded Cllr Hirst to extend the resignation notice period from 1 month to 2 months – Agreed.

The interviews will take place week commencing 23rd January with Cllr Walsh or Cllr Hirst leading the interview panel. A timetable will be given to each candidate to let them know the time of their interview, task and presentation. It was agreed that the task set will be the same for all 3 candidates. All Cllrs will be requested to attend the presentations. The task will be organised by Cllrs Walsh, Hirst and Ball together with Executive Officer. The question was asked on whether we are looking for somebody who has more of a financial background or people skills.

FS6. 01/17 To review Clerk Job Descriptions: The job title will change from Chief Executive Officer to Town Clerk, under specific and overall responsibilities need to add that they are the Manager for the staff at the Tourist Information Centre. If any other Cllrs have amendments they wish to make email the office and F&S to take a decision via email on these amendments.

FS7. 01/17 To note the date and time of the next F&S Meeting Monday 16th January 2017 at 7pm.

It was proposed by Cllr Ball, seconded Cllr Hirst to go into Closed Session – Agreed.

FS8. 01/17 Exempt Information - Public Bodies (Admission to Meetings) Act 1960 section 1 extended by the Local Government Act 1972 Section 100

RESOLVED that in view of the confidential nature of the business about to be transacted, it was in the opinion of this Council and advisable in the public interest, that the public and press be excluded from the meeting. In addition, as the matter related in part to an employee such matters are, in accordance with Standing Orders, discussed by the Council in confidential session.

Meeting closed 7.25pm

Chairman Dated