

WALMER PARISH COUNCIL

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Date 16th of March 2021

To Councillors: Mrs M Beard-Gould (Chairman), P Heath, Miss A Herring, J Murray, M Eddy, B Gardner, P St Ange & C Weale

You are hereby summoned to attend a meeting of the **Human Resources Committee** to be held on **Wednesday the 24th of March via Zoom video conferencing at 7pm** to transact the business shown on the Agenda below.

Meeting ID: 224 572 9770

Password: 294456

Telephone number (for audio access only) 0203 695 0088

If you experience technical difficulties immediately prior to or during the meeting please call 07814267505 and they will assist you in gaining access.

Mrs Sue Le Chevalier
Acting Clerk to the Parish Council

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

Where a Member has a new or registered Disclosable Pecuniary Interest (DPI) in a matter under consideration, they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so.

If during the consideration of any item a Member becomes aware that they have a DPI in the matter, they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Where a Member is declaring an 'Other Significant Interest' (OSI), they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared an OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering

questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules

3. OPENNESS & TRANSPARENCY

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This into the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

4. MINUTES

To approve the minutes of the meeting held on Tuesday 9th of March 2021

Attach 1

5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

6. RECRUITMENT PROCEDURE FOR CO-OPTION OF COUNCILLORS

i) Procedure for Co-option of new councillors

Attach 2

i) To receive applications for Co-opted Walmer Parish Councillors

Enc 1&2

ii) To carry out initial welcome interviews with candidates via Zoom link

7. DATE OF NEXT MEETING – To be confirmed

**WALMER PARISH COUNCIL
HUMAN RESOURCES COMMITTEE**

Minutes of a meeting held on Tuesday 9th of March at 2pm via Zoom.

Present:

Councillors: Cllr Mrs M Beard-Gould (Chairman), Cllr P Heath, Cllr Miss A Herring, Cllr J Murray, Cllr M Eddy, Cllr B Gardner, Cllr P St Ange, Cllr C Weale

Officer: Cllr Mrs Sue le Chevalier (Acting Clerk)

177. APOLOGIES None

178. DECLARATIONS OF INTEREST

Cllrs Beard-Gould, Herring, Murray, Eddy, Gardner, St Ange and Le Chevalier declared an Ordinary declaration of interest as the second applicant was known to them.

179. MINUTES

The minutes of the meeting held on Monday 21 December 2020 were approved as a true record and will be signed by the Chairman as soon as practicable.

180. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA None

181. RECRUITMENT PROCEDURE FOR EMPLOYMENT OF NEW PARISH CLERK

The Acting Clerk reported that 17 packs had been issued as a result of the advertisement and three candidates requested to attend an interview. The Third candidate had withdrawn shortly before this meeting.

Two candidates were called individually to provide a short presentation followed by a question-and-answer session.

RESOLVED:

This Committee Resolves to offer the post of Clerk and RFO to Walmer Parish Council to Mr Richard Styles [REDACTED]

This 37hours includes all necessary evening, weekend, and Bank Holiday working. The place of employment being the Parish Office.

182. TO DISCUSS ANY OTHER URGENT MATTERS CONCERNING THE RECRUITMENT PROCESS None

183. DATE OF NEXT MEETING: – 7pm Wednesday 24th March via Zoom

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Signature

.....
Date

Procedure for Co-option of new councillors – recommended by HR Committee October 2013 and approved by Council November 2013

Amended by Council 10 June 2015

Once Dover District Council has informed us that the time for electors to call an election has passed the following procedure will be followed:

1. Press release to local press publicising vacancy.
2. All those local residents who have expressed an interest in becoming a councillor to be sent a letter informing them of the vacancy.
3. The Clerk calls a meeting of the HR Committee to review and amend the person specification as appropriate to the vacancy that has arisen
4. To those who show an interest the following pack is sent:
 - Covering letter (KH Skills for co-option)
 - NALC and Electoral Commission Booklet: All about Local Councils
 - Walmer PC structure
 - Consent to Nomination form
 - Calendar of meetings for the forthcoming year
 - Parish Council Budget for the current year
 - Map of Walmer Parish
 - Terms of Reference of committees where vacancy has arisen
5. Interested applicants are asked to return their Consent to nomination form, a CV and a covering letter to the Parish Office by a specified date.
6. After this date a second meeting of the HR Committee will establish whether the applicants are eligible.
7. Each applicant will be called for an informal interview by the HR Committee and the Clerk to ascertain eligibility and suitability. No recommendation will be made to Council
8. The covering letter and CV of all those candidates who wish their names to go forward and who are deemed suitable will be copied on purple paper (Confidential) to all councillors with the agenda for the subsequent Council meeting.
9. The vacancy will be discussed in open session and candidates will be invited to attend and give a short (3-4 minutes) presentation on why they wish to be a parish councillor.
10. A vote will be taken in line with Standing Orders 3t

Voting on a question shall be by a show of hands or, if at least two members so request, by signed ballot. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

Additional items suggested by HR Committee June 4 2018 –*approved by Council 14 June 2018*

- Training to be provided.
- Council to be able to allocate new councillors to committees according to the requirements of the Council for the remainder of the financial year. After this a skills audit will be undertaken to allocate the most appropriate people to each committee in the new financial year.