

# Minutes of HR Committee meeting held on 18 December 2019 at 6.00pm - Oakthorpe Community Leisure Centre

## CONFIDENTIAL ITEM

<http://www.odapc.co.uk/> or [www.oakthorpeclc.org](http://www.oakthorpeclc.org)

**PRESENT:** Cllr Dyason (Chair of committee), Cllr McKendrick, Cllr M Warren, Cllr Antill-Holmes,  
Clerk Lindsay Swinfield

**1915 APOLOGIES** – Cllr Gelder – accepted, unanimous.

**1916 DECLARATIONS OF INTEREST** – Nil

**1917 MINUTES OF HR COMMITTEE MEETING** held November 20 2019 – **RESOLVED** unanimous as a true record.

**1918 ADVERTISING FOR CLERK/RFO**

The advertisement remains on the LRALC site, but was removed from the Parish Council web site – all agreed that once amendments have been made, advertisement to be placed on the PC site and also a link via Facebook, and on notice boards.

**1919 TIMESCALES FOR CLOSING DATE ETC**

Clerk to pass all amended documents to all on HR Committee & Cllrs, Clerk to pass amended documents to Cllr Antill-Holmes for inclusion on the PC web site, and Cllr McKendrick to provide a link from Facebook, Cllr Warren to place on notice boards.

Interview panel to remain as Cllrs Dyason, McKendrick and Lauro – agreed.

17/01/20	Closing date for applications
20/01/20	Short list meeting
22/01/20	Interview date, between 10am and 7pm

Cllr Dyason to book Centre for above and for interviews;  
Cllr Dyason to email all Cllrs and ask for thoughts for interview questions;  
Cllr McKendrick to speak to Cllr Lauro re date to review interview questions and date to meet to finalise the interview questions – to ensure Cllr Lauro will be free to attend.

**1920 CRITERIA REQUIREMENTS FOR APPLICANTS**

- Amendments agreed, to include change to IT requirements (from **excellent** to **good**) and change from You will **manage** some of the local services including the administration and management of Oakthorpe Community Leisure Centre along with supporting staff members, caretakers, Parish contractors, to You will **oversee the management of** ...

Meeting closed @ 7.15 pm