



Minutes of the Extra-Ordinary Meeting of the Confidential Town Council Staffing Committee held at 18:30 on Tuesday 19 November 2024 in the Small Hall of Corfe Mullen Village Hall

Present: Cllr S Jefferies (Chair)
Cllr S Florek
Cllr D Sowry-House

In attendance: Catherine Horsley (Town Clerk & RFO) – minute taker
Daryl Pearce (Deputy Town Clerk)

Cllrs Papilio, Lortie and Joyce arrived early for the following Finance & Administration Committee meeting at 19:00. The Chair of the Council agreed they could sit in on the confidential meeting, however, were unable to participate.

SS 24/12 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs P Purvis and P Holland who both had a prior commitment.

The Terms of Reference states quorum shall be three or at least one-third of its members, whichever is greater in accordance with Standing Order no. 4d viii.

SS 24/13 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

SS 24/14 Paper A - To Approve minutes of meeting held on 30 July 2024 LGA 1972, sch 12, para 41

The minutes of the meeting held on 30 July 2024 were **APPROVED**.

SS 24/15 Verbal - To Note Update on Recruitment of Community Engagement & Project Officer

The Clerk summarised the recent interview process for the role of Community Engagement & Project Officer as follows:

- 10 applications were received, with scoring carried out for all applicants by Cllrs Purvis and Sowry-House along with the Clerk and Deputy Clerk.
- Of the 10 applicants, 3 were selected for interviews on 6-7 November 2024.
- Candidates were asked to complete a task relating to listing 4 key stakeholders in addition to those already listed by the Sports Pavilion and Recreation Ground Redevelopment Working Group, prioritisation of stakeholders and to list at least 3 strategies to engage with stakeholders.

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- The interviews were conducted by Cllrs Purvis and Sowry-House along with the Clerk and Deputy Clerk. Each candidate was asked 16 questions, project specific related i.e. Sports Pavilion and Recreation Ground Redevelopment project and Neighbourhood Plan along with general questions to understand their personalities and experience.
- The interview panel agreed that although each candidate interviewed well, not all of them had answered the questions fully and as a key part of the role was community engagement, did not 'think outside of the box' or dynamically, with strategies to engage with the different demographics in Corfe Mullen.
- It was disappointing that none of the 3 candidates were successful for the role with the recommendation for the Staffing Committee to review the Job Description and Specification at their next meeting scheduled on 12 December 2024 with a view to re-advertising the role in the new year.

Cllr Sowry-House concurred with the summary and felt the Council needed to ensure the right candidate was selected for the role.

Cllr Florek enquired on the background of each candidate. The Clerk spoke about each candidate, how they came across in their interviews, previous roles and experience.

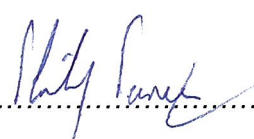
It was **RESOLVED** to recommend to Full Council for the Staffing Committee to review the job description and specification for the Community Engagement and Project Officer and to readvertise the role in the new year.

SS 24/16 Matters for forthcoming agendas No decisions can be taken¹

- Review Staffing Committee Terms of Reference and Scheme of Delegation
- Review Recruitment Process
- Clerk's Annual Appraisal
- Review Community Engagement and Project Officer Job Description and Specification.

SS 24/17 To Agree a date and time for the next meeting – The next meeting scheduled on Thursday 12 December 2024 at 10:00 in the Council Offices, Towers Way, Corfe Mullen.

SS 24/18 Meeting closed at 18:45.

Signed as a correct record of the meeting.....  Date..... 12/12/2024

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)