

Personnel Committee Meeting held on December 2nd 2021

- To prepare for the administration assistant recruitment

Attendees: Councillors Harrison, Micah and Smith and Marion Fox Goddard, Parish Clerk

| | Issue | Action | By Whom |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------|
| 1 | <p>Application form (AF) Job Description (JD) including Person Specification (PS) and Job Overview (JO) MFG had drafted these prior to the meeting.</p> <p>AF – no changes required JD – add Armed forces covenant logo, add GDPR to main duties. PS – add conversion to previous GCSE/o-level grading JO – add closing date, interview dates, make clear what needs to be sent with the application. Sort spacing.</p> <p>Agreed the application can be typed/hand written but this needs to be accompanied with a handwritten letter explaining why the applicant wants to work for Fernwood Parish Council.</p> | Update documents | MFG |
| 2. | <p>Key Dates</p> <p>Closing date: 17/1/22 Filter applications: 22/1/22 Interviews: 29/1 and possibly 5/2 dependent on number of candidates shortlisted. Advise successful applicant: by 8/2/22 Start date: Mid March or earlier if possible</p> <p>Ideally short list 6 candidates, interview 3 on each date.</p> | Send meeting invites | MFG |
| 3 | <p>Advertising</p> <ul style="list-style-type: none"> - Website - Facebook - Total jobs - Indeed - TV screen village hall - Shop - Notice boards | To be organised/quotes obtained | MFG |
| 4 | <p>Interviews Henry (chair), Dee and Marion. Barry to meet/greet in foyer.</p> | Find previous interview questions and adapt in liaison with Personnel Committee. | MFG/BS |
| 5 | <p>Additional notes Armed forces covenant – who do we need to interview? Contract to cover person specification and job description</p> | Check | MFG |