



Seaford Town Council

Minutes of a **Meeting** of the **Personnel Sub-Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Wednesday 8th October 2014** at **7.30pm**.

Present:

Councillor M Brown (Chairman)

Councillors S Adeniji (Vice-Chairman), R E Allen and S Dunn.

Mr James Corrigan, Interim Town Clerk – Seaford Town Council

Miss Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)

No members of the public.

P10/10/14 Apologies

Apologies for absence were received from Councillor Alan Latham.

P11/10/14 Disclosure of Interests

There was no Disclosure of Interests as defined under the Seaford Town Council Code of Conduct or the Localism Act 2011, in relation to the agenda.

P12/10/14 Public Participation

There was no public participation.

P13/10/14 Exclusion of the Press and Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the meeting, with the exception of Chris Rolley of Chris Rolley Associates, who is to enter for item 6 on the agenda, as the remainder of the meeting concerns confidential personnel matters and discussions the current recruitment process.

P14/10/14 Pending Employment Tribunal

Members considered exempt report 126/14.

The Interim Town Clerk provided members with details of the recent disciplinary case that had resulted in the former Town Clerk being summarily dismissed on two counts of gross misconduct. The Interim Clerk confirmed that legal advice had been sought from two separate professional HR consultant companies and solicitors advice sought the day prior to the disciplinary hearing. All legal advice concurred that if the allegations against the former employee were gross misconduct and therefore could result in summary dismissal if the Disciplinary Sub-Committee found that the allegations were proven.

At all points of the process the Disciplinary Sub-Committee were made aware of the potential consequences if the employee was dismissed, including the potential liability of an Employment Tribunal and the costs potentially involved to defend the Council's

position. The Sub-Committee decided that summary dismissal for gross misconduct was the right course of action.

The Interim Clerk provided the meeting with some information on the process to be followed with an Employment Tribunal and the potential costs involved.

It was **RESOLVED** to **NOT ACCEPT** the former employee's offer to settle the potential claim and furthermore, that the Interim Town Clerk inform ACAS that if the former employee continues with the claim that the Council wish to register its intention to pursue all legal costs incurred from the former employee. If however the former employee withdraws the claim forthwith, no costs will be pursued.

It was **RESOLVED** that the Council will **DEFEND** any claims made against the Council by the former Town Clerk.

(7.50pm – the Interim Town Clerk exited the meeting)

(7.51pm – Chris Rolley of Chris Rolley Associates entered the meeting)

P15/10/14 Recruitment of Town Clerk

Members had been provided in advance with confidential copies of the 21 applications received, along with a report from Mr Rolley of Chris Rolley Associates, scoring the applicants against the person specification as agreed by the Sub-Committee.


It was **RESOLVED** to **AGREE** to invite to interview, candidates 1, 4, 13, 16 and 17 from Mr Rolley's report.

Mr Rolley talked the members through proposed arrangements for the interview day and the interviews themselves, processes for obtaining references and subsequent offering of employment.

It was **RESOLVED** to **AGREE** the format for the interviews and day itself as proposed by Mr Rolley, with a few minor changes to the interview questions, and that the PA to the Town Clerk work with Mr Rolley to facilitate arrangements for the day.

It was **RESOLVED** to **AGREE** to set up a Recruitment Working Group to act as the recruitment panel, consisting of Councillors S Adeniji, R E Allen, M Brown, S Dunn and A Latham, supported by Chris Rolley of Chris Rolley Associates and the PA to the Town Clerk, and that this Working Group make recommendations to Full Council on 6th November seeking approval of the selected candidate before a formal offer of employment is made.

The meeting closed at 9.48pm.



Councillor Mark Brown
Chairman of the Personnel Sub-Committee