

The following councillors are summoned to attend the Staffing Committee Meeting to be held at 2pm on Wednesday 15th July at 44 Main Street, Frodsham, WA6 7AU

Attended by: Cllrs J Critchley, Hayes, Nield, Wade, Wood & J O'Donoghue (Town Clerk)

The quorum for this meeting is 3.

Meeting 1

1. To appoint a Chair to service until the Annual Town Council Meeting in May 2027

RESOLVED: It was unanimously agreed to appoint Cllr Hayes as Chair of the Staffing Committee.

2. To appoint a Vice Chair to service until the Annual Town Council Meeting in May 2027

RESOLVED: It was unanimously agreed to appoint Cllr Wood as Vice Chair of the Staffing Committee.

3. Apologies and reasons for absence

To receive apologies and approve reasons for absence from members.

NOTED: There were no apologies.

4. Declarations of interest

To note any declarations of interest on items which are on the agenda.

NOTED: There were no declarations of interest.

5. Suspending Standing Orders

To note Standing Orders require that any suspension be approved by resolution of the meeting, in accordance with Standing Orders 1(r)(ix) and 25(a). This process will apply to all items other than agenda item 6.

NOTED

6. Public participation

Members of the public are invited to speak on items which are on the agenda in accordance with FTC policy on public speaking at meetings: <https://frodsham.gov.uk/wp-content/uploads/2023/10/Publicspeaking-at-meetings-2023.pdf>

NOTED: No member of the public attended the meeting.

7. Staffing Committee terms of reference

- a) To note terms of reference which have been compiled by the Town Clerk with reference to the most recent UK employment legislation.

NOTED

- b) To recommend the terms of reference to full council on 27th July 2026.

RESOLVED: It was unanimously agreed to recommend the terms of reference to full council on 27th July 2026.

8. Recruitment (advertisement)

- a) To note the Job Description and Person Specification for the post of Cemetery Clerk and General Administrative Officer.

NOTED

- b) To note that the vacancy advertisement was submitted to ChALC on 8 July 2026 with a closing date of 12.00 noon on Monday 10 August 2026.

NOTED

- c) To approve the proposed recruitment timetable, including interviews taking place during the week commencing 24 August 2026.

RESOLVED: It was unanimously agreed to approve the proposed recruitment timetable, including interviews taking place during the week commencing 24 August 2026.

9. Exclusion of press and public

To resolve that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.ⁱ

RESOLVED: It was unanimously agreed to exclude members of the press and public from the meeting because of the confidential nature of the following business to be transacted.

10. Interview process

- a) To approve the shortlisting criteria and scoring matrix (note that this will be sent separately to members of the committee and will not be published on the council website).

RESOLVED: The shortlisting criteria and scoring matrix were unanimously approved.

- b) To approve the interview questions and interview scoring matrix (note that this will be sent separately to members of the committee and will not be published on the council website).

RESOLVED: The interview questions and interview scoring matrix were unanimously approved.

- c) To approve the candidate assessment and selection matrix (note that this will be sent separately to members of the committee and will not be published on the council website).

RESOLVED: The candidate assessment and selection matrix were unanimously approved.

- d) To appoint an interview panel comprising two councillors and the Town Clerk.

RESOLVED: It was agreed to appoint Cllrs Hayes and Wood to the interviewing panel together with the Town Clerk.

11. Close of meeting

NOTED: The meeting closed at 2.20pm.

ⁱ <https://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>