

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 1 JULY 2026 at 7.00pm

PRESENT: Councillor Dawn Johnston - Chairman
Councillor Elizabeth Wickham – Vice-Chairman
Councillor Lorna Cross
Councillor Ann Duke
Councillor Lesley Howes
Councillor Richard Lees

ABSENT: There were none

ALSO PRESENT: Indigo Allred – Assistant Town Clerk
Jack Turner – Locum Responsible Financial Officer (via Teams)
Councillor Celedonia Krawczyk

114/26-27. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

115/26-27. APOLOGIES FOR ABSENCE.

An apology for absence was received from Emma Ben-Moussa, due to health reasons. On behalf of the Committee the Chairman wished Councillor Ben-Moussa a full and speedy recovery.

Recommended: That the reason for absence, for the above Town Councillor, be formally accepted and approved.

116/26-27. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

117/26-27. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

118/26-27. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 4 JUNE 2026.

Recommended: That the minutes from the meeting held on 4 June 2026 be confirmed and signed.

119/26-27. **RECOMMENDATION OF INTERVIEW PANEL.**

The Chair Councillor Dawn Johnston, provided a summary of the interview panel's assessment of the shortlisted candidates, including consideration of their experience, qualifications and overall suitability for the role.

Following careful evaluation, the interview panel concluded that none of the shortlisted candidates fully met the essential criteria and personal specifications required for the position of Town Clerk / Responsible Financial Officer. Accordingly, the panel recommended that no appointment be made.

Recommended: That the recommendation be noted.

120/26-27. **APPOINTMENT OF TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER.**

Members considered the recommendation of the interview panel and agreed not to appoint any of the shortlisted candidates to the position of Town Clerk / Responsible Financial Officer. It was further resolved to procure the services of a locum Town Clerk / Responsible Financial Officer.

The Assistant Town Clerk presented two CVs provided by a locum recruitment agency, which were tabled for Members' consideration.

Councillor Richard Lees clarified that the Council was not undertaking a recruitment process or conducting interviews for the locum Town Clerk / Responsible Financial Officer. The Council was seeking to procure the services of a locum Town Clerk / Responsible Financial Officer through a locum agency. He emphasised that the proposed introductory calls with the two prospective locum candidates were solely for the purpose of establishing suitability and working arrangements and should not be regarded as interviews.

It was agreed that the Assistant Town Clerk would coordinate the procurement process and arrange the introductory calls. Following these discussions, the selection of the preferred locum Town Clerk / Responsible Financial Officer would be made jointly by the Chair and Vice Chair of the Personnel Committee, the Assistant Town Clerk and Councillors Lesley Howes, and Lorna Cross.

It was proposed, duly seconded and unanimously agreed:

Recommended:

- 1 That the Personnel Committee not appoint any of the shortlisted candidates to the position of Town Clerk / Responsible Financial Officer.
- 2 That the Assistant Town Clerk arrange brief introductory calls with the two prospective locum Town Clerk / Responsible Financial Officers identified by the agency.
- 3 That following the introductory calls, the preferred locum Town Clerk / Responsible

Financial Officer shall be selected jointly by the Assistant Town Clerk and Councillors Dawn Johnston, Lesley Howes, Lorna Cross, and Elizabeth Wickham.

121/26-27. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Richard Lees and seconded by Councillor Lesley Howes.

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

122/26-27. **ADMINISTRATION STAFFING ARRANGEMENTS AND JOB DESCRIPTIONS.**

Members considered the confidential report provided by the Assistant Town Clerk.

There followed a detailed discussion regarding the practicalities of hybrid working for applicable staff and what contingencies would need to be in place to ensure that the same standard of work be upheld. Members also reviewed the job description and personal specifications for the Town Clerk / Responsible Financial Officer post. Members acknowledged the challenges associated with the current staffing arrangements and agreed measures to support future recruitment and workforce management.

Recommended:

- 1 That the Assistant Town Clerk prepare a formal possible Hybrid Working Agreement for consideration and implementation with relevant members of staff.
- 2 That the Town Clerk / Responsible Financial Officer post be re advertised at the upper end of the benchmarked salary scale previously provided by the Locum Responsible Financial Officer.
- 3 That Members of the Personnel Committee review the Town Clerk / Responsible Financial Officer job description and personal specifications and submit any proposed amendments to the Assistant Town Clerk.

123/26-27. **PAYROLL 2025 – 2026.**

Further to minute 58/26-27, Members discussed the contents of the confidential report provided by the locum RFO in relation to the payroll compliance check.

It was proposed, duly seconded and unanimously agreed:

Recommended:

- 1 That the payroll company be contacted to confirm the findings of the confidential report provided by the locum RFO.
- 2 That the recommendations contained within the confidential report be approved for actioning by the Assistant Town Clerk, the payroll company and the Locum RFO.
- 3 That the Town Clerk write a letter to the affected member of staff once confirmation has been received from the payroll company regarding the findings of the confidential report provided by the locum RFO.

There being no further business, the Meeting closed at 8:30 pm.

Signed: _____ Date: _____
(CHAIRMAN)