

DONNINGTON AND MUXTON PARISH COUNCIL

Minutes of Staff and Personnel Committee
Held at Turreff Hall on Monday 21st January 2019

Present: Mrs L Dugmore, N Dugmore, P Loughlin and J Thompson.

Also present: Ralph Morgan (Parish Council Clerk).

SP19/01/06 Apologies: Councillors Mrs R Gregory and J Lavery.

Resolved – that the apologies are accepted.

SP19/01/07 Declaration of Interests: As per Register.

SP19/01/08 Community Events and Engagement Officer

Councillors discussed the following:

- a. Job Description and Person Specification.

Resolved – that the amended Job Description and Person Specification is approved for the post of Community Events and Project Officer.

- b. Job Application Form

Resolved – that the amended Job Application Form is approved for the post of Community Events and Project Officer. The closing date for applications to be received was set at 15th February 2019 with interviews to take place on 22nd February 2019.

- c. Job Advertisement

Resolved – that the amended Job Advertisement is approved for the post of Community Events and Project Officer.

- d. Scoring Matrix

Resolved – that the Scoring Matrix is approved for the post of Community Events and Project Officer.

The meeting closed at 1930hrs.

Signed:

Date: