

052/20

RECRUITMENT

Following discussions with the Clerk and Deputy Chairman, and advice received from external HR consultants, Cllr Morrison proposed the following:

- Council to begin the process of filling the vacancy of Estate Supervisor on a like-for-like basis with the new recruit working alongside the current Estate Supervisor for a few weeks to aid succession training.
- The vacant post of Administrator not to be filled but seek to recruit an apprentice instead utilising TDC as an apprenticeship provider.
- In relation to both positions, to proceed with recruitment subject to any restrictions which may come in to force in relation to the Covid-19 pandemic.

It was agreed to form a recruitment panel consisting of the Chair and Vice-chair of the F&GP Committee and the Clerk for both vacancies.

RESOLVED: To commence recruitment for an Estates Supervisor and appointment to allow for a few weeks' succession training.

FURTHER RESOLVED: To remove the Administrator position from Harwich Town Council's personnel establishment and commence recruitment of an Apprentice Administrative Assistant with a view to appoint as soon as possible.

On behalf of all the members, the Chairman wished the Administrator all the best for her new job and the future. She has done a sterling job for the council and will be missed.

The Chairman closed the meeting at 7.25pm

CHAIRMAN

DATE