

At the **SPECIAL MEETING** of the **DORCHESTER TOWN COUNCIL** held in the Council Chamber, Municipal Buildings, Dorchester on Thursday, 14th February, 2013:

PRESENT The Mayor (Councillor A.J. Canning) in the Chair.

Councillors V.J. Allan, K.E. Armitage, C.S. Biggs, R.M. Biggs, T.C. James, Trevor Jones, F.E. Kent-Ledger, P.G. Mann, R.B. Potter, M.E. Rennie and D.S. Roberts.

APOLOGIES for absence were received from Councillors D.J. Barrett, T.C.N. Harries, S.C. Hosford, E.S. Jones, G.M. Jones, and D. Taylor.

55. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

RESOLVED

That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matter the public and representatives of the press be excluded from this Meeting during its discussion.

56. **APPOINTMENT OF TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER**

The Council considered the confidential report of the Interview Panel established to recommend the appointment of a replacement Town Clerk and Responsible Financial Officer following the interviews held today.

It was noted that the Shortlisting Panel, supported by the Council's consultant, Richard Walden, had scrutinised in detail the 27 applications received for the post and scored each of them against the essential and desirable criteria in the approved Person Specification following training provided to both the Shortlisting and Interview Panels by South West Employers. The Shortlisting Panel had agreed that the five highest scoring applicants should be invited to attend for interview with the sixth and seventh highest scoring being placed in reserve. In the event one of the top five candidates had declined the invitation to attend for interview and was replaced by the sixth highest scoring candidate.

All five invitees had attended for interview and each had been invited to make a presentation on the subject "Why my past experience makes me the ideal candidate for Dorchester Town Council." and asked a previously-agreed and uniform set of questions. Each Member of the Interview Panel had then, individually and privately, scored each candidate and the individual scores had been totalled.

The Panel had unanimously agreed a series of recommendations to the Council and it was

RESOLVED UNANIMOUSLY

- (1) That the recommendations of the Interview Panel as now submitted be approved in their entirety and that the person now named be offered the position of Town Clerk Designate with effect from 3rd June, 2013 and to assume the full duties of the post with effect from 1st July, 2013 subject to the receipt of an acceptable second reference and a satisfactory medical questionnaire.
- (2) That the Interview Panel established in connection with this appointment be requested to consider with the incoming Town Clerk and the Deputy Town Clerk ways in which the role of Deputy Town Clerk can be further developed to maximise the contribution to the successful future management of the Council which he and the appointee can make as a team and to reach appropriate conclusions by 31st July, 2013.
- (3) That the Council records its sincere appreciation of the excellent assistance and support provided to the recruitment and selection process by Richard Walden, Principal of Walden Consultants Limited of Dunstable.

The Council rose at 7.19pm.

Mayor