

Date: 25th October 2019

Title: Report Item 8 - Administrative Assistant Interviews

By: Cllr. M. Keller

Purpose of Report: To inform councillors of the results of interviews conducted on 24th October 2019

Recommendations: That the choice of applicant approved by the interview panel should be ratified by the council.

Following the resignation of the previous Administrative Assistant, advertisements were placed on the council's website and in the Parish Magazine towards the end of September 2019, with a closing date of 16th October.

By this closing date, a total of two applications had been received. Both these applicants were invited to attend an interview at the Village Hall on 24th October. The interview panel consisted of Cllr. Keller, Cllr. Bryant, Cllr. D'Urso and the Parish Clerk.

Each interview took approximately half an hour, during which the applicants were given full information as to the role and its requirements. They were questioned to determine their abilities and suitability for the position.

As a result of the interviews the panel were unanimous in recommending that the position should be awarded to Mrs Debbie Picknell. After some discussion, the interview panel felt that an enhanced remuneration of £12 per hour should be offered. The result of the interview has been communicated to Mrs Picknell, who has indicated that she would be pleased to accept the position, should the council approve this appointment.

It is therefore the recommendation of the interview panel that the council resolve to appoint Mrs Picknell to the position of part-time Administrative Assistant and instruct the Parish Clerk to draw up a contract of employment, with a view to Mrs Picknell commencing work for the council on 11th November 2019. This offer is, of course, conditional on receiving satisfactory references, which are currently being sought.