



## SANDOWN TOWN COUNCIL – HUMAN RESOURCES COMMITTEE

### MEETING MINUTES – 16 JUNE 2025

Minutes of the Meeting of Sandown Town Council Human Resources Committee held on **MONDAY, 16 JUNE 2025** at 18:00 at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

**Present:** Cllrs Alex Lightfoot (Chairman), Debbie Andres and Lee Ambler.

**Also Present:** Jennifer Armstrong (Clerk/RFO)

#### **1-2025-2026 PUBLIC QUESTION TIME**

There were no members of the public in attendance.

#### **2-2025-2026 APOLOGIES**

None Received.

#### **3-2025-2026 DECLARATIONS OF INTERESTS**

1. To receive any declarations of pecuniary and non -pecuniary interests None received.
2. To receive and consider granting any written requests for dispensations. No requests for written dispensations had been received.

#### **4-2025-2026 3-2024/2025 MINUTES OF THE LAST MEETING**

A proposal to approve the minutes of the meeting held on 12 November 2024 was moved and duly seconded; the results were as follows and it was:

For (3), Against (0), Abstentions (0). RESOLVED:

THAT the minutes of the meeting held on 12 November 2024 be approved as a true record.

#### **5-2025-2026 4-2024/2025 EXCLUSION OF PUBLIC AND PRESS**

A proposal was moved and duly seconded to exclude the public and press; the results were as follows and it was:

For (3), Against (0), Abstentions (0).

RESOLVED:

THAT under the Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, namely agenda numbers 5 and 6/minute numbers 5/2025-2026 and 6-2025-2026 on the grounds that there is likely to be disclosure of exempt information as defined in paragraph(s) 1 - 3 of Part 1 of Schedule 12A of the Act and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

#### **6-2025-2026 RECRUITMENT OF ADMINISTRATION ASSISTANT AND RECRUITMENT OF FACILITIES OFFICER**

Members considered the proposed recruitment process. The documents considered included

- Job Adverts
- Job Descriptions
- Shortlisting and Interview Question format
- In Box Exercise (Administration Assistant Only)
- Written Statement of Employment Particulars

Following discussion, it was agreed that applicants should request an application pack from the Clerk rather than send a CV, which would include a job description and basic application form. The adverts would also be amended to indicate interviews would take place. In terms of specific post details:

- The Administration Assistant advert would be amended indicate that while knowledge of financial procedures was desirable it was not essential to reflect the job description.
- The Facilities Officer advert and job description would be amended to include Manual Handling, a full driving licence and own transport and a list of the Council's facilities would be added to the job description.

A proposal to approve the recruitment process and packs with the changes discussed En Bloc was moved and duly seconded; the results were as follows and it was:

For (3), Against (0), Abstentions (0).

RESOLVED:

THAT the recruitment of an Administration Assistant and Facilities Officer proceed as proposed but with the agreed changes.

Meeting Closed: 18:20.