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**To all members of the Staffing Sub-Committee, Cllr G Dixon, P Sharkey, S Hewitson, G Jennison and D Reed. You are hereby summoned to attend an extraordinary meeting of the Staffing Sub-Committee, to be held on Thursday 12th January 2023 at 10 am the Cranmer Room St John’s Church Hall**

**Members of the press and public are entitled by law to attend all meetings of the Council and to record and film the proceedings of those meetings in accordance with the Council’s policy on the effective management of recording at Council meetings. However, under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), members of the public and the press will be excluded during consideration of business of a confidential nature.**

*Adrian Naylor*, Town Clerk 6th January 2023

**AGENDA**

**1.Chair’s opening remarks**

**2. Approve reasons for absence**

**3. Disclosures of interest**

# 4. Minutes of the previous meeting

To approve the minutes of the extraordinary meeting of the Staffing Sub-Committee held on Tuesday 5th December 2022.

# 5. Exclusion of Press and Public

The Committee is asked to consider excluding press and public under the provisions of the

Public Bodies (Admissions to Meetings) Act 1960 S1(2), during consideration of business of a confidential nature**.**

1. **Staff Contracts**

To consider responses received and any further action required.

**7. Recruitment Panel**

**7.1** To agree to commence recruitment for position of Town Clerk and delegate responsibility to the Clerk to make all arrangements needed, including any associated expenses, in support of the Recruitment Panel.

**7.2** To approve a Recruitment Panel of three councillors and delegate authority to the panel for the following:

1. To review the job description, person specification and finalise the applicants pack
2. To advertise the post
3. To agree the time scales, shortlisting, and interview dates and conduct the process
4. To appoint the new Clerk
5. To consider any discretion for the Recruitment Panel regarding hours, salary or any other matters that may be needed to secure the best candidate

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**8. Staffing review**

To consider the current situation and agree any actions as needed

**9. Review of staff appraisal process -**

9.1 Review of previous appraisals prior to 2022.

9.2 Consider and approve the format to be used and any changes to be made.

9.3 To consider the roles and responsibilities in relation to staff appraisals.

9.4 To consider the timeframes for staff appraisals before the end of the 22/23 year.

**10.** **Promotional Opportunities**

**11. To notify the Clerk of any item for future agendas**

* 1. Review of Terms of Reference for Staffing subcommittee
  2. Learning Review of external HR contract with Work Nest (previously Ellis Whitham which expires 20/6/2023)

**12. Next meeting date(s)**

Potentially one day from 24/25/26th January in addition Monday 20th February if a third meeting is required.