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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 Monday 20th February 2023 at 12pm in the Cornerstone Room (Wesley’s).**

**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.**

*James Laycock,* Deputy Town Clerk 15th February 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 24th January 2023.

# 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. **Staffing Budget for 22/23 and 23/24**

The committee is asked to consider an update from the RFO and consider any recommendations to Governance Committee

**7. Review of Financial Processes (Approved 12th January)**

The RFO is invited to attend the meeting to present

* A list of tasks undertaken by the current RFO with an estimated time allocation based on a per annum analysis ( such as pie chart)
* The annual cycle of tasks – ie a calendar of key financial activities
* Payment methods – how are payments made currently and could improvements be suggested
* Banking details and access to banking processes
* The close down process for the year -end
* A full list of any on-line contacts held by the RFO which will need to be transferred on her departure

            The staffing sub-committee is asked to consider the above and make any recommendations needed to Governance committee

**8. Review of Staffing Committee Terms of Reference**

To recommend a revised version to Governance Committee

**9. Review of Job Description of Deputy Clerk**

That the Clerk, in consultation with the Chair, is requested to undertake a review of the Job Description of the Deputy Clerk to reflect the approved changes to the role and present this to a future Staffing Committee for approval, along with an amended employment contract

**10.** **Proposed New Framework for BTC Job Descriptions**

To consider the attached proposal

Recommended:

1. That, subject to staff consultation, BTC adopts the framework below and section B as a common format for all new job descriptions
2. That existing staff are invited to submit any comments on Section B, which are then reported back to the next meeting
3. That as existing job descriptions are revised, they are re-formatted to include Part B of the proposal

**11. Training Clause in Contract for Clerk and Deputy Clerk**

To consider this issue and clarify in advance of an employment contract for a new Town Clerk.

**12. NALC Updates**

To consider the latest briefing from NALC and take any actions arising (in relation to annual leave entitlement).

**13. Promotional Opportunities**

**14. Items for Future Agenda**

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

TBD