Minutes of the Staffing Sub-Committee Meeting held on

Wednesday 25th May 2022 at 6.30pm

# Present:

Cllrs G Dixon, P Sharkey, S Place, S Hewitson

**Apologies:** Cllr D Reed

# ST2223/01 Chair’s opening remarks

The Chair emphasised the scale of the challenge facing BTC with the move to new premises.

# ST2223/02 Approve reasons for absence

Resolved to accept reason for absence

# ST2223/03 Disclosures of interest

None

# ST2223/04 Minutes of the previous meeting

Resolved to approve the minutes of the meeting of the Staffing Sub-Committee held on Monday the 6th of September 2021

# ST2223/05 Clerks report

The Clerk has written a report in relation to agenda items 9, 10,11 and 12. to be received later in the meeting.

# ST2223/06 Public participation

None.

# ST2223/07 Important information from Councillors and staff

None.

# ST2223/08 Probationary reports

Resolvedto approve the appointment of Adrian Naylor as the Town Clerk and Responsible Officer on a One Year Fixed Term Contract.

Resolved to approve the appointment of Emma Heal as Administration Officer.

The committee wished to record their thanks for the flexibility shown by staff.

# ST2223/09 Working from Home

Resolved to approve the revised Working from Home policy, amended to remove the Covid Working arrangements and the Working from Home Allowance , at the Clerk’s discretion so long as there is no additional cost to BTC.

**ST2223/10** **Job Descriptions**

The Clerk’s report was received and noted. This item is to an agenda item at the next meeting.

**ST2223/11** **Staff structure and working arrangements**

A report from the Town Clerk was received and noted.

Resolved to accept the new Staff Organisational structure which is to be reviewed within thew next year.

Resolved that the office will be open to the public between 10-4pm Monday to Thursday from 1st July and report back to the committee any issues arising .

Resolved to increase the Deputy Clerk paid hours to 34 hours per week which will delegated to the clerk to be agreed .

Resolved to offer the Administration Officer up to an extra 3 hours per week which will delegated to the clerk to be agreed by 1st August.

# ST2223/12 Promotional opportunities

The Chair is to communicate the new Office hours to Council

# ST2223/13 To notify the Clerk of any item for future agenda

# None

# ST2223/14 Next meeting date

The next scheduled meeting of the Staffing Sub-Committee will be held on Wednesday the29th of June 2022.

Town Clerk Tel: 07938 062814 Email: clerk@baildontowncouncil.gov.uk