Minutes of the Staffing Committee Meeting held on

**Thursday 12th January 2023 at 10am**

**at the Cranmer Room St John’s Church Hall**

# Present: Cllrs G. Dixon, D Reed, S Hewitson, G. Jennison

**Apologies:** Cllr, P. Sharkey

# ST2223/58 Chair’s opening remarks

None

# ST2223/59 Approve reasons for absence

Resolved to accept reason for absence

# ST2223/60 Disclosures of interest

None

# ST2223/61 Minutes of the previous meeting

Resolved to approve the minutes of the meeting of the Staffing Committee held on Tuesday 6th December 2022.

# ST2223/62 Exclusion of Press and Public

Resolved to exclude Press and Public 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.

# ST2223/63 Staffing Review

1. Resolved to make the deputy clerk’s hours 37 from 1st April.
2. Resolved to offer the RFO a payment in lieu of holidays to complete the year end.
3. Resolved to make the role of Town Clerk and RFO a combined fulltime position.
4. Resolved to undertake a review of the Financial management process and internal audit procedures within the council in anticipation of the year end.
5. Resolved to offer the Bracken Hall Manager an additional 3 hours till 31st May

# ST2223/64 Staff Contracts.

1. Resolved to encourage all staff to sign redacted information
2. Redacted
3. Redacted
4. Resolved that the Deputy Clerk should initiate a review of the Bracken Hall Manager’s job description.
5. Resolved that any contract issued from today has the original clause regarding hours of work reinstated
6. Resolved to accept the HR companies advice re individuals who do not sign new contracts

***ST2223/65* Recruitment Panel**

# Resolved to form a recruitment panel to recruit a combined Town Clerk and RFO comprising Cllrs G.Jennison, G.Dixon, D.Reed and S.Hewitson (when available) and delegate authority to them for the following:

1. Resolved to review the job description; job title; salary; person specification and finalise the applicant’s pack
2. Resolved to agree the time scales, shortlisting, and interview dates and conduct the process
3. Resolved to advertise the post
4. Resolved to appoint the new Clerk/RFO
5. Resolved to delegate to the Recruitment Panel decisions regarding hours, salary or any other matters that may be needed to secure the best candidate

**ST2223/67 Promotional Opportunities**

None

**ST2223/68 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)
  3. Review of staff appraisal process

**ST2223/69 Next meeting date**

24/01/2023 2.30pm

Meeting closed

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