Minutes of the Staffing Committee Meeting held on

**Tuesday 24th January 2023 at 2.30pm**

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

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

# ST2223/70 Chair’s opening remarks

The chair gave an update on the recruitment of a new Town Clerk/RFO

# ST2223/71 Approve reasons for absence.

No Absences

# ST2223/72 Disclosures of interest

None

# ST2223/73 Minutes of the previous meeting

Resolved to approve the minutes of the meeting of the Staffing Committee held on Thursday 12th January 2023.

# ST2223/74 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.

**ST2223/75 Review of Terms of Reference for Staffing subcommittee**

Resolved to defer the item and for the clerk to redraft the TOR for consideration to the next meeting.

# ST2223/76 Review of staff appraisal process

a. Reviewed previous appraisals prior to 2022 and noted the lack of evidence of the appraisals.

b. Resolved to approve the Employee Appraisal Form April 2020-March 2021 as amended for 2022/2023.

c. Resolved to confirm that the appraisals will be conducted by the relevant line manager (The Clerk to provide support to the deputy if required)

d. Resolved that the clerk is to provide and circulate a schedule for staff appraisals before the end of the 22/23 year.

ST2223/64 **Learning Review of external HR contract with Work Nest (previously Ellis Whitham which expires 20/6/2023)**

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# *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 12.07pm

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