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**Staffing Sub Committee to be held on** **Wednesday 26th July 2023 at 10:30am at The Cornerstone Room, Wesleys.**Logo, company name

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**To all members of the Staffing Sub Committee, Cllr G Dixon, G Jennison, A Foster and J Turner. You are hereby summoned to attend an extended meeting (10:30 – c.12:00 and then c.12:30 – 2:30) of the Staffing Sub-Committee, Wednesday 26th July 2023.**

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.

Helen Thornton, Town Clerk 5th July 2023

**AGENDA**

**1. Chair’s opening remarks**

**2. Approve reasons for absence**

**3. Disclosures of interest**

# 4. Minutes of the previous meeting

None. The minutes of the extraordinary meeting of the Staffing Sub-Committee held on 17th April 2023 have already been approved.

# 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**.**

**6. To note the Staffing Sub Committee Terms of Reference**

To consider additional comments from the Clerk and take action as required.

**7. Staffing Budget Update**

To consider a report from the Clerk and to recommend any actions to be taken.

**8. Review of financial tasks**

To consider a report from the Clerk proposing an approach to embedding financial tasks in the Deputy Clerk job description and to recommend any actions to be taken.

**9. Job descriptions**

a. to agree revisions to the Job Description Framework Section B based on comments from staff.

b. to receive a report from the Clerk proposing revisions to the Deputy Clerk job description and to recommend any actions to be taken.

c. to receive an update from the Clerk on other job descriptions and take any actions as required.

**10. Environmental Warden**

To receive an update and take any action needed.

**11. To consider whether to approve the probationary period (3 months) of the Clerk**

**12. Contracts**

To receive an update report from the Clerk and recommend any actions to be taken.

**13. Extra Statutory Annual Leave/TOIL update**

To agree wording on deployment of the extra two days of statutory annual leave.

To receive an update on the implementation of the TOIL policy.

To receive an update on annual leave.

**13. Items for Future Agenda**

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

TBC