**Staffing Sub-Committee, to be held on Monday 17th April 2023 at 17:30pm at Baildon Town Council Offices.**Logo, company name

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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 17th April 2023 at 17:30pm at Baildon Town Council Offices.**

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 12th April 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 20th February 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 Update for 23/24**

To consider the estimated budget for Staffing in 23-24 alongside projected spend, and consider any action needed.

**7. Request from Former Town Clerk**

To consider the request and to recommend to Governance any action to be taken.

**8. Environmental Warden**

To receive an update and take any action needed.

**9. Administrative Officer**

To consider implications of the decision by Council to disband Planning Committee, and other changes within the Council, and to request that the Clerk undertakes a review of the Job Description of the Administrative Officer along with the current post holder, reporting to the next meeting of Staffing Committee.

**10.** **Job Descriptions**

To receive any comments from staff on the proposed new framework for Job descriptions (discussed at previous meeting).

**11. Annual Leave Update**

The clerk will present updated annual leave sheets for each member of staff for the forthcoming year 23-24, including the decision by Staffing committee on 20th February

**12. Promotional Opportunities**

**13. Items for Future Agenda**

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

TBD