



Agenda

TO ALL MEMBERS OF THE STAFFING COMMITTEE: Cllrs Birch, Cole, Feetham, Reynolds.

You are hereby summoned to a meeting of the staffing committee to be held Thursday 14th April 2022 commencing at 7.30 p.m. at the Council Offices, Bansons Way CM5 9AS.

A handwritten signature in black ink, appearing to read 'M Letch', with a checkmark below it.

Michael Letch.
Locum Clerk,
7th April 2022

SC1/22 Those present and apologies for absence.

Motion. The council to record and accept apologies for absence.

SC2/22 To elect a chairman for the committee.

SC3/22 Declaration of Disclosable Pecuniary Interests.

Members of the Council are subject to paragraphs 6 (DPs), 7 (Other Pecuniary Interests) and 8 (non-pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

SC4/22 Public participation.

To receive any representations from members of the public. The maximum time allowed for this item is 15 minutes. A member of the public shall not speak for more than three minutes.

SC5/22 Correspondence.

None

SC6/22 Closure of meeting to press and public.

Motion. In accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 to resolve that, in view of the nature of the business to be discussed, it is in the opinion of the Sub-Committee advisable that the public and press be excluded, and they are instructed to withdraw. Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted during the closed session.

SC7/22 To consider issuing a post-covid return-to-office letter to staff.

Pro-forma letter from H.R. Support Company provided.

SC8/22 To consider staffing requirements.

The council should now consider recruiting permanent staff to replace locum workers. As this is an opportunity to rethink the staffing structure, the council will require a scoping document –

- a. To review the Town Councils LC status and establish a benchmark salary for the permanent clerk.**
- b. To consider the methods for appointing a permanent clerk.**
- c. To consider appropriate office support.**
- d. To consider job evaluation proposals.**
- e. To consider outside staffing requirements.**

SC9/22 Open the meeting to press and public.

SC10/22 Items for next agenda.