

Minutes of a Meeting of the Staffing Committee held on Thursday 15th February at 14.00 in the Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs P Broomhall, R Dodd, R Gascoigne, D Parry, E Towers.

Mrs P O'Hagan (Town Clerk).

- 1 **Apologies** - to receive any apologies and reasons for absence.
Apologies received from G Soul and M Hoffmann were noted.
It the absence of Cllr Soul it was;

Resolved:- that Cllr Parry chair the meeting.

2 **Disclosable Pecuniary Interests**

a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.

None declared.

b) To consider any applications for dispensation.

None received.

- 3 **Committee Minutes** - to approve as a correct record the minutes of the meeting of the staffing committee held on 20.12.23.

Resolved:- to approve the minutes of the staffing committee meeting held on 20.12.23 as a true record and they were duly signed.

- 4 **Town Council Vacancy** – to review draft job description, person specification and discuss recruitment process.

A discussion took place and it was

Resolved:-

- **To amend the job title to Facilities and Services Officer and following this amendment, to approve the job description, person specification, job advert and application form.**
- **That all personal data will be removed from application forms prior to the selection process and all committee members will undertake the selection of applicants for interview at the next meeting.**
- **Cllr's Gascoigne, Parry and Soul, with Cllr Dodd as reserve, be given delegated authority to carry out interviews and offer the position to the most suitable candidate.**

- 5 **Staff Appraisals** - to note that all appraisals have been completed.
It was reported that all staff appraisals had been completed.

Resolved:- to note.

- 6 **Date and time of next meeting** – to note.

Resolved:- to set the date of the next meeting as 11.4.24 at 14.00.

7 Exclusion of Public and Press

To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

Resolved:- to exclude the press and public (none present).

a) Finance and Projects Assistant – to review amended job description and job title.

Resolved:- to recommend that

- **From 1.4.24 the Project and Finance Assistants job title be changed to Responsible Financial Officer and Project Officer.**
- **That the revised job description for the Responsible Financial Officer and Project Officer be approved.**

b) Weekend/Bank Holiday Working – to discuss.

Resolved:- to

- **Approve payment of weekend and evening working overtime rates for office based staff in line with Part 3 of the Green Book point 2.6 for staff below scale 22. These payments to be backdated to 1.4.23.**
- **Approve payment of mileage for staff travelling to and from home at a rate of 45p a mile when working on weekends and on bank holidays.**

c) Town Clerk Additional Hours – to discuss.

Resolved:-

- **To extend the resolution made on 23.5.23 to 31.12.24 to permit the Clerk to work a 9 day fortnight subject to her having the additional hours available.**
- **To approve the request that due to extenuating circumstances, an extra 4 days leave on top of the 5 already permitted can be carried over into the 2024-25 leave year subject to condition that 4 days annual leave are taken between 2.4.24 and 5.4.24.**

Meeting ended 14.41

Chairman.....