

Staffing

To the **MEMBERS** of the **Staffing**
You are hereby summoned to attend the **Staffing Committee** on **Tuesday 9th January, 2024** at **18:30 - 20:30** in the **Council Chamber**

AGENDA

S1 / 24 ATTENDANCE

To receive apologies, substitutions. and requests for co-option

S2 / 24 DECLARATIONS OF INTEREST

- 2.1 To receive declarations of interest from Councillors on items on the agenda
- 2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)
- 2.3 To grant any requests for dispensation as appropriate

Confidential Business

To move that in view of the confidential nature of the business to be transacted, that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, Members of the Press and Public be excluded from the meeting.

S3 / 24 MINUTES

To approve as a correct record, the minutes of the last meeting held on 5th of September 2023

S4 / 24 MATTERS ARISING FROM THE MINUTES

To discuss any matters arising from the minutes not otherwise discussed on the agenda

S5 / 24 STAFFING MATTERS

To receive an update on staffing matters

- Development Plan for one member of staff has been concluded with a positive outcome

- Staff Review - The staff salaries were reviewed based on a three step valuation of the job roles within the organisation, documents attached
- Grounds Team Comparison: The Grounds Team salaries were compared to other similar roles at Councils as requested, comparison attached
- To receive an update on potential retirements and recruitment, report attached

S6 / 24 APPRAISALS

To discuss management appraisals if applicable including:

- Town Clerk - appraisal due before April 2024, to discuss the format of this process
- Deputy Town Clerk - appraisal took place early December, report attached
- Recreational Facilities Manager - appraisal due April 2024 with the Town Clerk
-

S7 / 24 TRAINING

To receive an update on staff training

S8 / 24 ABSENCE REPORT

To review the staff absence report - to be tabled at the meeting