



## **Staffing Committee**

***Minutes of a meeting held on Thursday 10<sup>th</sup> January 2019  
at 2pm in the Council Chamber, Council Offices, Bromyard***

**\*UNTIL NEXT MEETING OF STAFFING COMMITTEE,  
THESE MINUTES HAVE NOT BEEN RATIFIED\*.**

**Present:** Cllrs Brunson, Churchill, Clark, Page and Smith

**In attendance:** Karen Mitchell - Town Clerk (TC)

**19/01 To elect an interim Chairman**

It was **RESOLVED** to elect Cllr Brunson as interim Chairman of the Committee.

**19/02 Apologies for absence**

Cllr Pettitt – leave of absence

**19/03 Declarations of interest and written requests for dispensation**

None.

**19/04 Minutes**

The Minutes of the meeting held on 17<sup>th</sup> October 2018, were confirmed as a correct record.

**19/05 Matters arising – for information only**

Referring to 18/18 list – The Clerk reported that due to other pressing matters the job list had not yet been drawn up.

**19/06 Confidential Items:**

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960) it was **RESOLVED**: that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of the employment matters.

**19/07 Staffing matters**

**1. Recruitment of Administration Officer**

- 1.1 Review of Job Description and Person Specification for Administration Officer position  
A number of small changes were made and working hours confirmed at 20 per week to include evening meetings.

**RESOLVED:** To approve the documents, as amended.

1.2 Key dates for the recruitment process were agreed:

- Closing date of receipt of applications - noon 12<sup>th</sup> February, 2019
- Short listing - 12<sup>th</sup> February, 2019.
- Interview date - 28<sup>th</sup> February
- Start date - 22<sup>nd</sup> April

## **2. Cleaning of Public Conveniences – consideration of in-house provision**

*Confidential File Note: S01.10.19 refers*

**RESOLVED:** To employ a new member of staff to clean the Tenbury Road Public Toilets.

### **19/08 National Salary Award**

To note new pay scales for 2019-2020 as agreed by The National Joint Council for Local Government Services (NJC). Changes to be applied from 1<sup>st</sup> April 2019.

Agreed and noted.

### **19/09 Budgetary Considerations for 2019/20**

*Confidential File Note: S01.10.19 refers*

**RESOLVED:** To recommend the proposed salary/wage rates to the Finance & Properties Committee for inclusion in the draft budget for 2019/20.

The meeting closed at 3.10pm.