

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
S19/43 – 19/47

Staffing Committee

Minutes of a meeting held on
Monday 23rd September 2019
at 6.45pm in the Council Chamber, Council Offices, Bromyard.

*** UNTIL NEXT MEETING OF THE STAFFING COMMITTEE
THESE MINUTES HAVE NOT BEEN RATIFIED ***

PRESENT: Cllrs Pettit (Chair), Brunsdon, Churchill, Cooper, Franklin and Page

In attendance: Helen Tinson (Temporary (HALC) Clerk)

Public: No members of the public

S19/43 Apologies for absence

All Members were present.

S19/44 Declarations of interest and written requests for dispensation

None declared at this point in the meeting.

S19/45 Minutes

The Minutes of the meeting held on the 8th August 2019 were confirmed as a correct record and signed by the Chairman.

S19/46 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 the consideration of employment matters.

S19/47 Staffing Matters:

1. Deputy Town Clerk vacancy

1.1 Members received the recommendations from the 17th September 2019 interview panel.

IT WAS RESOLVED: to approve the recommendations and propose to full council that the appointment is offered to Kym Wild.

1.2 Members considered the Terms and Conditions of employment.

IT WAS RESOLVED: to amend section 14.1 to clarify absence is to be reported to the Town Clerk but in their absence to the Chair of the Council, and as amended be approved for use in the recruitment process.

IT WAS RESOLVED: that the employment starts on 22nd October 2019, immediately following the 4 weeks notice period required for the current position.

IT WAS RESOLVED: that the pay scale is increased by one point on successful completion of the probationary period and by one further point on successful attainment of CiLCA qualification.

IT WAS RESOLVED: to call an urgent Staffing Committee meeting at 7pm on Monday 30th September to begin the recruitment process for a new Administration Officer.

Meeting closed at 7.25pm