

## CLOSED SESSION MINUTES

Closed session minutes of Staffing Committee Meeting held on **TUESDAY 26<sup>th</sup> APRIL 2022** at 9.30am.

### **ST/14     PRESENT**

Chair:                    Cllr Lyle

Councillors:         Adams, Garner, Pote and Waite.

Officers:                Gina Wilding, Town Clerk  
                              Kate Adams, Deputy Town Clerk  
                              Naomi Brotherton, Senior Admin Assistant

### **ST/15     HEALTH & SAFETY**

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

### **ST/16     RECORDING OF MEETINGS**

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.

### **ST/17     APOLOGIES**

Apologies had been received from Councillors Boddington, Gill and Ginger.

### **ST/18     DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests  
None declared

Conflict of Interest

None declared

Personal interests

None declared

**ST/19**     **MINUTES – 15<sup>th</sup> MARCH 2022**

**RESOLVED (unanimous) DL/RP**

That the minutes of the 15<sup>th</sup> March 2022 be approved as a true record and signed by the Chair.

**ST/20**     **PUBLIC OPEN SESSION**

There were no members of the public present.

**ST/21**     **PAY AWARD 2021-22**

**RESOLVED (unanimous) DL/PA**

That the pay award for 2021-22 be adopted.

**ST/22**     **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman moved that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**RESOLVED (unanimous) DL/EG**

That the public and press be excluded and the meeting continue in closed session.

**ST/23**     **INCREMENTS 2022-23**

**RESOLVED (unanimous) DL/EG**

That:-

- i) the pay increments for 2022-23 be adopted.
- ii) a report is brought to a future meeting to review and benchmark the DLF Deputy Supervisor role.

**ST/24     SHORT-LIST FOR COMMUNICATIONS & MARKETING OFFICER**

**RESOLVED (unanimous)   DL/BW**

That none of the applicants are invited for interview.

**ST/25     INTERVIEW TEST**

**RESOLVED (unanimous)   DL/EG**

That the interview test be reviewed during the short-listing process for the role of the Communications and Marketing Officer.

**ST/26     SHORT-LIST FOR DLF ASSISTANT GROUNDS PERSON**

**RESOLVED (unanimous)   DL/EG**

That applicants 1, 3 and 4 are invited for interview.

**ST/27     TIMETABLE FOR THE DAY**

**RESOLVED (unanimous)   DL/PA**

That interviews for the DLF post start at 10.00am on Tuesday 10<sup>th</sup> May 2022.

**ST/28     INTERVIEW PANELS**

**RESOLVED (unanimous) DL/BW**

That for the DLF Assistant Grounds Person post Councillors Lyle, Pote, Waite, along with the Town Clerk and Deputy Town Clerk make up the interview Panel.

**ST/29     RECRUITMENT REPORT**

**RESOLVED (unanimous)   DL/RP**

That the Town Clerk is given delegated authority in consultation with the Chair to review and amend the Job Descriptions and Person Specifications and adverts for the post of Communications and Marketing Officer and Finance Assistant as per 4.5 of the report.

**ST/30     RECRUITMENT ADVERTISING**

**RESOLVED (unanimous)   DL/RP**

That the Town Clerk is given delegated authority in consultation with the Chair to research HE and universities with Marketing and Events courses , and specialist Arts based recruitment channels.

**ST/31     PUBLIC FACILITIES OPERATIVE**

11.13am Councillor Pote left the meeting.

**RESOLVED (unanimous)     DL/BW**

- i) That the Town Clerk is given delegated authority in consultation with the Chair, to amend the schedule for recruitment, job advert, job description and person specification, application form, and short-listing criteria/scoresheet.
- ii) To approve the range SCP 3-4 for the role of Public Facilities Operative (PFO)
- iii) That the Sun - Wed PFO is awarded SCP 4 in 2022 / 23.

11.15am Councillor Pote re-joined the meeting.

**ST/32     FINANCE ASSISTANT**

**RESOLVED (unanimous)     DL/PA**

That:-

- i) the role is amended to include the Services Committee support function and increase the hours by 5 per week to 17 hours;
- ii) a dialogue is entered into with the original successful candidate to establish if additional hours will alter his decision to withdraw his acceptance of the post;
- iii) if the outcome of i) is unsuccessful, the Town Clerk is given delegated authority to amend the job advert, job description and person specification, application form, short-listing criteria/scoresheet, interview questions and interview scoresheet be approved.

The meeting closed at 11.31am.

---

Chairman

---

Date