

## WOODBIDGE TOWN COUNCIL

Minutes of an **on-line** meeting of the **STAFFING COMMITTEE** held on **TUESDAY 6<sup>TH</sup> APRIL 2021** at **4pm**

### Councillors:

Present: S Bale, P Gillard (except item -1000-1004) G Holdcroft, S Miller (except items 1000-1002), E O’Nolan, S Rawlings and M Sutton

Apologies: C Walsh

Absent without  
Apologies: Lady C Blois

In Attendance: Locum Deputy Town Clerk

### *Action*

#### 1000. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Walsh.

#### 1001. TO RECEIVE DECLARATIONS OF INTEREST

No Members declared any interest in matters on the agenda.

#### 1002. TO CONSIDER REQUEST FOR DISPENSATIONS

There were no requests from Councillors for a dispensation.

#### 1003. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD 5<sup>TH</sup> AUGUST 2020

The Committee received and approved the signing of the minutes of the meeting held 5<sup>th</sup> August 2020 as a true record.

#### 1004. TO AGREE THE PROCESS AND PROCEDURE FOR THE RECRUITMENT OF THE PERMANENT TOWN CLERK WHEN COVID RESTRICTIONS PERMIT INTERVIEWS IN PERSON

The Committee made some amendments to the process and procedure for the recruitment of the permanent Town Clerk when covid restrictions permit interviews in person, which are shown as Appendix A to these minutes. The Committee agreed that for the Town Clerk position the independent co-ordinator

should be Gordon Mussett and that the interview panel should comprise Councillors Bale, Gillard and Miller with Gordon Mussett as an advisor.

**1005. TO AGREE TO MAKE AN EX-GRATIA AWARD OF £30 GIFT VOUCHERS TO THE DEPUTY TOWN CLERK, FINANCE ASSISTANT AND SECRETARY**

The Committee agreed to make an ex-gratia award of £50 gift vouchers to the Deputy Town Clerk, Finance Assistant and Secretary.

**1006. TO INITIATE A REVIEW INTO THE FUTURE MANAGEMENT OF THE COUNCIL'S ESTATE**

The Committee agreed to initiate a review into the future management of the Council's estate.

**1007. TO RECEIVE AN UPDATE ON THE 2021 PAY AWARD AND PENSION CONTRIBUTIONS**

The Committee noted the update on the 2021 pay award and pension contributions.

**1008. TO EXCLUDE THE PUBLIC AND PRESS FROM THE REMAINDER OF THE MEETING IN ACCORD WITH THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 BECAUSE OF THE CONFIDENTIAL INFORMATION BEING DISCUSSED**

The Committee agreed to exclude the public and press from the remainder of the meeting in accord with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

**1009. TO NOTE AND AGREE TRAINING NEEDS IDENTIFIED DURING THE APPRAISAL PROCESS**

The Committee noted and agreed to fund the training needs identified during the appraisal process.

**1010. TO CONFIRM THE TERMS AND CONDITIONS OF A FUTURE TOWN CLERK**

The Committee confirmed the terms and conditions of a future Town Clerk appointment, agreed the changes to the Model Contract and agreed its approval by Birketts before issue. The Committee noted the basis for the calculation of the Clerk's pay.

**1011. TO NOTE THE ADDITIONAL MEASURES BEING INTRODUCED TO ENSURE THAT THE TOWN CLERK RECRUITMENT PROCESS IS BOTH FAIR BUT ROBUST**

The Committee noted and agreed the additional measures being introduced to ensure that the Town Clerk recruitment process is both fair but robust.

**1012. CLOSURE**

The meeting was closed at 5.24pm.

Councillor Bale  
Chair