



## WOODBIDGE TOWN COUNCIL

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Locum Town Clerk: Mr G E Diaper

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### TO MEMBERS OF THE STAFFING COMMITTEE

Cllr Bale	Cllr O’Nolan
Cllr Lady Blois	Cllr Page
Cllr Gillard	Cllr Rawlings
Cllr Holdcroft	Cllr Sutton
Cllr Miller	Cllr Walsh

You are hereby summoned to attend the **MEETING** of the **STAFFING COMMITTEE** to be held at **SHIRE HALL, MARKET SQUARE** on: **TUESDAY 5<sup>TH</sup> OCTOBER 2021 at 7.15pm** or **IMMEDIATELY FOLLOWING THE CONCLUSION OF FULL COUNCIL, WHICHEVER IS THE LATER**

Greg Diaper  
Locum Town Clerk  
28<sup>th</sup> September 2021

### **Public Attendance**

*Members of the public and press are welcome to join this meeting. Members of the public will be invited to give their views/questions the Town Council on issues on the agenda or raise issues for consideration or inclusion at future meetings. This item will be limited to fifteen minutes duration but may be extended at the discretion of the Mayor.*

### AGENDA

- 1. Apologies**  
To receive apologies for absence.
- 2. To receive Declarations of Interest**  
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to

items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

**3. To consider request for Dispensations**

Councillors with a Pecuniary Interest in an item on this Agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

**4. To receive and approve the minutes of the meeting held 29<sup>th</sup> June 2021**

**5. To review the job description and person specification for the vacant Deputy Town Clerk position and agree changes – Attached**

**6. To agree the advertisement and interview arrangements for the Deputy Town Clerk position - Attached**

**7. Closure**

## WOODBIDGE TOWN COUNCIL

Minutes of the meeting of the **STAFFING COMMITTEE** held at St Mary's Church, Market Hill on **TUESDAY 29<sup>TH</sup> JUNE 2021 at 5pm**

### Councillors:

Present: S Bale, P Gillard, G Holdcroft, E O'Nolan, C Page, S Rawlings and M Sutton

Apologies: Lady C Blois, S Miller and C Walsh

In Attendance: Locum Town Clerk

**73. TO APPOINT A CHAIR OF COMMITTEE FOR 2021/2022**

Councillor Gillard was elected Chair of Committee for 2021/2022.

**74. TO APPOINT A VICE-CHAIR OF COMMITTEE FOR 2021/2022**

Councillor Bale was elected Vice-Chair of Committee for 2021/2022.

**75. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Blois, Miller and Walsh.

**76. TO RECEIVE DECLARATIONS OF INTEREST**

No Members declared any interests in items on the agenda.

**77. TO CONSIDER REQUEST FOR DISPENSATIONS**

There were no requests from Councillors with a Pecuniary Interest in an item on this Agenda for a dispensation.

**78. TO AGREE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD 6<sup>TH</sup> APRIL 2021**

The Committee received and approved the signing of the minutes of the meeting held 6<sup>th</sup> April 2021 as a true record.

79. **PUBLIC QUESTION TIME**

There were no members of the public.

80. **TO NOTE AND COMMENT AS APPROPRIATE ON AMENDMENTS TO THE LGPS 2013 ACT REGULATIONS WHICH CAME INTO FORCE ON 22 SEPTEMBER 2020**

The Committee noted the amendments to the LGPS 2013 Act regulations which came into force on 22 September 2020.

81. **TO AGREE THE PERSON SPECIFICATION AND ADVERTISEMENT FOR THE PERMANENT TOWN CLERK POSITION**

The Committee noted and agreed, with amendments, the advertisement and person specification for the Town Clerk position and agreed to recommend to Full Council that recruitment commenced on 22<sup>nd</sup> July with a closing date for applications of 1<sup>st</sup> September.

82. **TO NOTE AND AGREE THE UPDATED TOWN CLERK CONTRACT TERMS AS ADVISED BY BIRKETTS**

The Committee noted that the updated Town Clerk contract terms were still under review with Birketts.

83. **CLOSURE**

The meeting was closed at 7.01pm.

Councillor Gillard  
Chair

## ITEM 5

To review the job description and person specification for the vacant Deputy Town Clerk position and agree changes

The current position of Deputy Town Clerk was last filled in 2016 using the following job description and person specification.

Members are to agree changes as may be required and/or suggested by the Town Clerk.

## ITEM 6

To agree the advertisement and interview arrangements for the Deputy Town Clerk position - Attached

The Deputy Town Clerk position was last advertised in 2016 with the following advertisement.

Members are to agree changes as may be required and/or suggested by the Town Clerk, and to agree where the advertisement should be placed.

Members are also to agree the membership of the Interview Panel.



Woodbridge Town Council wishes to appoint a Deputy Town Clerk to assist with the smooth and efficient running of the Town Council and its services, and to act as Deputy to the Town Clerk.

Attendance at evening meetings and occasional weekend and Public Holiday events will be required.

An ideal applicant would have an understanding of Local Government and experience in administration, minute-taking, data collection/analysis, accounts and budgeting, PAYE and customer service. Training will be given.

The position is full time (37 hours per week) and salary is £32,910-£35,745 per annum

The Closing date for applications is XXXXXX