



WOODBIDGE TOWN COUNCIL

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Locum Town Clerk: Mr G E Diaper

Tel: 01394 383599

Email: townclerk@woodbridge-suffolk.gov.uk



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** on: **Wednesday 6th April 2022** at **6pm**

Greg Diaper
Town Clerk
1st April 2022

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

3. To consider requests 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. Public question time

For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. Thirty minutes maximum.

5. To agree and approve the minutes of the meeting held 5th October 2021

6. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

7. To note the receipt of a resignation letter received from the Council's handyman. (Separate confidential agenda)

8. To consider the requirement for a handyperson to Woodbridge Town Council. (Separate confidential agenda)

9. To note the completion of the yearly appraisals of the Council's Finance Assistant and Administrative Assistant. (Separate confidential agenda)

10. To consider a request from Officers to carry leave to the next leave year. (Separate confidential agenda)

11. To consider a request from the Council's Wedding Officer. (Separate confidential agenda)

12. To note the completion of the Town Clerk's appraisal. (Separate confidential agenda)

13. Closure

WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **STAFFING COMMITTEE** held at Shire Hall on **TUESDAY 5TH OCTOBER 2021** following the conclusion of the Town Council meeting.

Councillors:

Present: S Bale, P Gillard, G Holdcroft, C Page, M Sutton, S Miller and C Walsh

Apologies: Lady C Blois, E O’Nolan, S Rawlings

In Attendance: Town Clerk

392. To receive apologies for absence

Apologies for absence had been received from Councillors Lady C Blois, E O’Nolan and S Rawlings.

393. To receive declarations of interest

No Members declared any interests in items on the agenda.

394. To consider requests for dispensations

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

395. To receive and approve the minutes of the meeting held 29th June 2021

The Committee received and approved the signing of the minutes of the meeting held 29th June 2021 as a true record.

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

The Committee agreed the following alterations to the job description and person specification;

Job Description

Political impartiality - *To operate impartially in a political environment and work with consistency and integrity.*

Attendance at face to face meetings - *The post of Deputy Town Clerk will necessitate attendance at regular evening face to face meetings and occasional weekend civic functions.*

Update of footer to show Oct. 2021

Person spec

Work Experience in an equivalent environment - *At least 2 years working in Local Government or proof of working in an equivalent environment.*

397. To agree the advertisement and interview arrangements for the Deputy Town Clerk position

The Committee agreed the advert with the following changes:

- Addition of an equality statement.
- Acceptance of a job share application (if both applicants apply)
- Payment at NJC SCP 29 – 32 depending on experience.

The interview arrangement were agreed as follows;

- The Town Clerk and Locum Deputy Town Clerk will meet and discuss the role with applicants at the Shire Hall.
- Councillors Bale, Gillard and Holdcroft will conduct the formal interview at the Crown Hotel.

The closing date for applications will be November 1st 2021.

398. Closure

The meeting was closed at 8.17pm.

Councillor Gillard
Chair