

RAUNDS TOWN COUNCIL**PERSONNEL COMMITTEE MEETING****Minutes: 18 January 2022: Start Time 7.30pm****PRESENT**

Cllr K Harrison (Chairman), Cllr S Hughes, Cllr R Beattie, Cllr R Levell, Cllr M Levell, Cllr D Hughes, Cllr H Howell, Cllr P Byrne.

IN ATTENDANCE:

Mr Steve Beech, Town Clerk (Minutes)

499.21 To receive apologies for absence.

None received.

500.21 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received.

501.21 Notification of members questions in compliance with the council's standing orders.

None received.

502.21 Declarations of Interest.

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM.

None received.

503.21 *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.*

RESOLVED that the press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.

504.21 Establishment Report: To receive an update from the Town Clerk on proposals to be made to the establishment and agree the next steps.

The Clerk presented his confidential report and recommendations. Following a discussion, it was:

RESOLVED that:

- a) **The Clerk, in consultation with the chair of the Personnel Committee, the Mayor, and Cllr Byrne, complete the preparation of the job descriptions, person specifications, and job adverts for the Assistant Clerk, Finance Assistant and Communications Assistant vacancies.**

- b) The 3 vacancies above be initially advertised in such places the Clerk can find without cost, and that the Personnel Committee recommend to Full Council that a budget be approved to place advertisements with agencies should insufficient suitable applications be received.
- c) The Clerk prepares documents and recruits for an additional zero-hours Operations Officer for Saxon Hall.
- d) The Clerk arrange for the office to prepare monthly reports on overtime and time off in lieu.
- e) The Clerk obtains 3 quotes for contract cleaning.
- f) To circulate job adverts, job descriptions and person specifications for the Assistant Clerk, Finance Assistant and Communications Assistant to all members of the Personnel Committee for comments.

There being no further business the meeting concluded at 9.26pm.

Approved:.....(Town Mayor)

Meeting date:8th February 2022.....(Council)

Confirmed:.....(Chairman)

Meeting date:.....5th April 2022.....(Committee)