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**MINUTES OF A MEETING OF OAKHAM TOWN COUNCIL’s STAFFING COMMITTEE HELD ON WEDNESDAY 17 NOVEMBER 2021 AT 5.30 P.M. IN THE TOWN COUNCIL CHAMBERS**

**IN ATTENDANCE:** Cllrs: Z. Nealson, D. Romney & S-A. Wadsworth,

**ALSO IN ATTENDANCE:** K. Bell (Locum Town Clerk)

**ABSENTEES:** Cllrs. K Gilbody & C. Nix

Cllr Nealson opened the meeting and welcomed all present.

**11/21 – 01 APOLOGIES AND REASONS FOR ABSENCES:** There were none

**11/21 – 02 DECLARATIONS OF MEMBERS INTERESTS AND APPLICATIONS FOR DISPENSATIONS:** There were none

**11/21 – 03 EXCLUSION OF PRESS AND PUBLIC: RESOLVED** that the press and public would be excluded from the meetingduring consideration of the following items on the grounds that they related to individuals and the financial affairs of particular persons. This information is classed as exempt under paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006). **Unanimous**

**11/21 – 03.1 Appointment of Town Clerk:** following a discussion, it was

**RESOLVED:** That the Committee would recommend to full council that the position be offered to Mr Tassel subject to the following

* The receipt satisfactory references
* That Mr Tassel completed CILCA within one year of appointment
* That the salary scale would be within the SCP band, 27 – 38. The appointment would be offered on the SCP 27. **Unanimous**

**11/21 – 03.2 Appraisal of Deputy Clerk:**  It was reported that the appraisal of the Deputy Clerk had been carried out in August 2021 but that the appraisal documentation had not been fully completed. Cllr Nealson advised that the work of the Deputy Clerk had met the requirements of her Job Description, that she and the Locum Clerk worked well together and that the work of the Deputy Clerk was going from strength to strength. Following a discussion it was:

**RESOLVED:** That it be recommended to council that it accepts the appraisal **Unanimous**

**These minutes are not a verbatim report of the meeting. but a summary of discussions and decisions made**

**Chairman: …………………………………………………… Date: ………………..**

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It was further

**RESOLVED:** That as the Deputy clerk had been appointed to a single salary point that LRALC would be asked to suggest a salary scale and that when this information had been received the Staffing Committee would recommend council to approval a salary increase for the Deputy clerk backdated to the anniversary of her appointment (01 September.) **Unanimous**

**11/21 – 03.3 Correspondence received relating to employment and staffing issues.**

The Staffing Committee noted the difficult working situation for both the former Town Clerk and the Deputy Clerk and were of the but were of the opinion that both could have submitted a grievance against each other. Following a discussion, it was

**RESOLVED: T**hat the correspondence be noted.

**Unanimous**

**11/21 – 04 VOLUNTEER POLICY:** Following a discussion, it was

**RESOLVED:** That it would be recommended to full council that it adopt the Draft Volunteer Policy which had been prepared by the Locum Clerk. **Unanimous**

**11/21 – 05 TOWN CRIER FOR OAKHAM:** It was noted that auditions for the role were due to be held on 05 December during the Christmas Fair festivities.

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**Chairman: …………………………………………………… Date: ………………..**