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| **Meeting Type**: Full Council | **Agenda Item: 5** |
| **Date of Meeting:** 9th April 2025 |  |
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| **OAKHAM TOWN COUNCIL** | |
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| **Report Author:** Cllr Paul Ainsley | **Subject:** Recruitment |
| **Title:** Recruitment of an additional part-time member of Staff | |
| **Details:**  The **Discover Oakham** Town Council website is launching soon, bringing fresh, engaging content, vibrant event updates, and captivating photography to the community.  Our Deputy Clerk has been expertly managing town events—a role she truly enjoys. However, with an Events Officer joining the team, she will be able to dedicate more time to supporting the Town Clerk, easing his workload and improving office efficiency.  As the Deputy Clerk assumes additional responsibilities, it is imperative that all roles and duties undergo staff consultation to ensure a fair, equitable, and well-balanced distribution of tasks.  As outlined in item 20.1, this newly established position will contribute to the streamlining of operations in preparation for September 2025, coinciding with the Town Clerk's commencement of CILCA training.  The expansion of office capacity is designed to foster a transparent, structured, and supportive work environment, promoting operational efficiency and collaboration among all staff members. Given the Deputy Clerk’s increased responsibilities, remuneration considerations may be reviewed in line with operational needs and budgetary constraints. | |
| **Proposal:**   1. That council accepts the recommendations of the Staffing Committee to recruit an additional part-time member of staff, with duties and hours as outlined in item 20.1. 2. Finalisation of responsibilities will be determined following a full consultation process with our existing staff. 3. Once salary and recruitment costs have been determined then it will be brought back to Full Council to authorise non-budgeted expenditure. | |

For completion by the office

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| *Budget Header:* |  | | | | |
| *Proposed Expenditure* |  | *Initial Budget* |  | *Unbilled Expenditure* |  |
| *Budget Remaining* |  | *Time Sensitive (Y/N)* |  | *Expiry Date* |  |