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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 she takes on additional responsibilities, it is **essential** that both roles and duties are subject to **staff consultation**, ensuring a fair and well-balanced distribution of tasks.  Outlined in item 5.1, this new position will help streamline operations just in time for September 2025, when the Town Clerk embarks on his **CILCA training**.  Expanding office capacity ensures a well-balanced, transparent, and supportive work environment for everyone. | |
| **Proposal:**   1. The Staffing Committee recommends that Full Council recruit an additional part-time member of staff, with duties and hours are outlined in item 5.1. 2. Salary and finalisation of responsibilities will be determined following a full consultation process with our existing staff | |

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* |  |