



Bude-Stratton Town Council
Parkhouse Centre
Ergue-Gaberic Way
Bude
EX23 8LD
Tel: 01288 353576
Email: office@bude-stratton.gov.uk
Website: www.bude-stratton.gov.uk

To all members of the **Staffing Committee**

Dear Councillor

You are summoned to attend a meeting of the Staffing Committee on **Wednesday 1st March 2023 at 18.00 p.m. in the Conference Room, The Parkhouse Centre, Bude** for the purpose of transacting the under mentioned business.

The press, public and all other members of the Town Council are invited to attend but it is the Committee's intention to exclude all non-members of the Committee, the press and public after item 5 on the agenda for the remainder of the meeting due to the confidential nature of the business to be discussed. There will be no opportunity for public participation at this meeting.

Keith Cornwell – Town Clerk & RFO

Date of issue –23rd February 2023

AGENDA

1. To receive and accept apologies for absence
2. To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests
3. Dispensations: to consider requests for dispensations
4. Minutes: To receive, confirm and sign the Minutes of the Staffing Committee Meeting held on the 6th December 2022
5. **Public Bodies (Admission to Meetings) Act 1960 SI (2) & SI (6)** – To consider passing the following resolution: 'That in relation to the remaining items on the agenda, publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and the press and public are instructed to withdraw'. **The following items are confidential and the meeting will proceed in closed session**
6. To receive a verbal report on resignations, appointments, sickness and staff related matters
7. To agree the recruitment process for the position of Town Clerk
8. To review the progress of the HR review and Job Evaluation exercise and agree any necessary action
9. To agree the job description and process for filling the Parkhouse Centre Co-ordinator role
10. To review the job description and recast the vacant role of Legal and Policy Officer
11. To review staff grading in the light of duties undertaken

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Committee Members: Cllrs: S Browning, K Colwill, J Diffey, P La Broy, M Dorey, K Goode, P Purchase, A Tame, P Tilzey
For Information: Cllrs: A Bluett, L Corrigan-Turner, M Dawe, S Dearing, E Hanna, V Herbert-Coulson, C Moriarty, I Quinton, J Wright