

Minutes of the meeting of the Staffing & Governance Sub-Committee held on

Tuesday 10th October 2023, 4.30pm at Ellesmere Town Hall.

PRESENT: Chair: Cllr P Goulbourne
Town Councillors: G Hutchinson, A Wignall, P Jones & G Hutchinson
Town Clerk & RFO: J Butterworth

SG 10/23/01 **To receive apologies and reason for absence.**

Cllr H Anderton-Schofield sent apologies due to work commitments.

RESOLVED: that the apologies received from Cllr H Anderton -Schofield be accepted.

SG 10/23/02 **Disclosure of Personal and Prejudicial Interests.**

None received.

SG 10/23/04 **Grant Dispensations.**

None granted.

SG 10/23/05 **Minutes.**

It was moved by Cllr P Jones, seconded by Cllr A Wignall and

RESOLVED – that the minutes of the Sub-Committee held on meeting on 19th September 2023 be approved and signed by the Chair as a true record.

SG 10/23/06 **Assistant Clerk/Assistant RFO Role.**

It was reported to members that the role had been advertised internally from 21st – 28th September with only one member of staff interested in the position. That member of staff was interviewed on Friday 6th October and was offered the role starting on 2nd January 2024 which was accepted leaving the role of Administration Assistant vacant.

SG 10/23/07 **Administration Assistant Vacancy.**

Due to the Administration Assistant accepting the role of Assistant Clerk/Assistant RFO, the admin role was advertised on Monday 9th October with a closing date of Friday 20th October. The role was advised for 25 hours per week starting on Salary Scale between SCP13 and SCP17 dependant on skills and experience. Interviews will be held on 24th October with a start date of 27th November to allow a training period for the successful applicant.

SG 10/23/08 **Caretaking Duty Sick Cover.**

The Clerk updated members on the arrangements that have been made to cover sick leave of a Town Hall Caretaker.

SG 10/23/09 **Update of Staff Contracts for the Caretaking Staff.**

The Clerk informed members that staff contracts will be updated as agreed in minute number 09/23/10. The changes will happen all members of staff have met to discuss the changes to the wording.

SG 10/23/10 **Job Reference request.**

The committee considered a reference request that had been received for an ex-employee and formed their response.

It was moved by Cllr A Wignall, seconded by Cllr P Goulbourne and

RESOLVED: That a standard reference be completed.

The meeting closed at 4.50pm.

Chair:

Date: