

# NEWENT TOWN COUNCIL

## AND BURIAL AUTHORITY



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Dear Councillor

I hereby give notice of a Staffing Committee Meeting of Newent Town Council  
to be held in the Council Office at **5pm on Thursday 17<sup>th</sup> March 2022**

14.03.22

*Michael Greenfield*  
Michael Greenfield  
Town Clerk

- 1. To note apologies for absence**
- 2. Declarations of Interest on items on the agenda**
- 3. To sign as a correct record the Minutes of the Staffing Committee Meeting held on 22<sup>nd</sup> September 2021**

### **CONFIDENTIAL AGENDA ITEMS**

#### **4. Notices and Information**

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

#### **5. Apprenticeships**

5.1 To decide on the job description & person specification for Business Administration Apprentice.

5.2 To decide on the job description & person specification for Grounds & Property Grounds Maintenance.

5.3 To decide on approaches to contact and engage with Providers on the apprenticeship model.

**6. Committee structure**

6.1 To consider the staffing structure relating to the implementation of the Committee Structure

6.2 To design and agree an implementation plan relating to the staffing structure of the Council.

**7. Pay Awards.**

7.1 To note the pay increase for staff for 2021/22

**8. Staffing and recruitment**

8.1 For the Staffing Committee to consider redesigning the current Assistant Clerk's Post into a Deputy Clerk post and undertake a review of hours required.

8.2 To consider whether GAPTC should be approached to assist in the design and job descriptions and person specifications of the staffing structure.

**9 . Date of the next Meeting: TBA**