

THORNBURY TOWN COUNCIL

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Town Clerk: Kath MacConnachie, CiLCA



Town Hall
35 High Street
Thornbury
Bristol BS352AR

6 October 2022

To Councillors: J Stansfield (Chair), G Rawlinson, C Davies, M Tyrrell, J Murray, M Stringer

Please take notice that a meeting of the **Staffing Committee** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall on Tuesday 11 October 2022 at 7.30pm.**

Committee members are here by **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

A handwritten signature in black ink, appearing to read 'Kath', with a dotted line underneath.

Kath MacConnachie, Town Clerk

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.

Public participation: Please note that this meeting is open to the public. Please take note of the guidance notes for public participation [provided](#).

Emergency Evacuation procedure: Please familiarise yourself with the emergency evacuation procedure on display in the Council Chamber and acquaint yourself with the nearest emergency exit. The assembly point, in the event of any evacuation, is the area between the Town Hall and Costa.

AGENDA

1. Apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public
4. To approve the minutes of the Staffing Committee meeting of 3 February 2022
5. To elect a Vice Chair
6. To receive a staffing establishment and recruitment update including:
 - To consider recommending to Full Council that the Cleaner vacancy is removed from establishment and that cleaning is outsourced.
7. To agree arrangements for the recruitment of a Climate and Nature Officer to include
 - Job Description and Specification
 - Terms and conditions of employment
 - Advertising

- 8. To receive an update on the 2022/23 national pay award**
- 9. To pass a resolution to exclude members of the public and press for agenda items XX and XX due to the COMMERCIALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted**
- 10. To consider Private and Confidential correspondence**
- 11. To consider succession planning**
- 12. Date of the next meeting: 7.30pm on 6 December at the Town Hall**