

THORNBURY TOWN COUNCIL

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Town Clerk: Kath MacConnachie, CiLCA



Town Hall
35 High Street
Thornbury
Bristol BS352AR

30 November 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 6 December 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 it.

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 11 October 2022
5. To receive a staffing establishment and recruitment update including:
 - Climate and Nature Officer recruitment
6. **2022/23 national pay award**
 - To note the updated payscales
 - To consider the annual leave element of the national pay award
7. **Code of conduct**
 - To receive an update from the Town Clerk on the LGA model Code of Conduct, in relation to previously agreed recommendation to be made to Full Council

- 8. To note arrangements for additional staff hours**
- 9. To pass a resolution to exclude members of the public and press for agenda items 10 to 12 due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted**
- 10. To consider a staff specific employment request**
- 11. To agree staffing impact/changes as a result of any resolutions under item 10 and any necessary further arrangements to be made**
- 12. Annual leave calculation for part time employees**
- 13. Date of the next meeting: 7.30pm on 7 February at the Town Hall**