



Deputy Town Clerk: Dawn Drury
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To All Members of the Personnel Committee: Cllrs Dave Biddleston, Deb Cooper (Chair), Clive Fricker, Andy McGuinness (Vice Chair), Brian Simmons, Allan Sinclair (substitute Andy Halliday) and Andy Wait

Dear Councillor

REMOTE CONSULTATION – TUESDAY 1ST FEBRUARY 2022 AT 7.30 P.M.

In accordance with the Schedule of Delegation approved by Town Council on April 22nd, 2021, the Town Clerk/Deputy Town Clerk is required to exercise delegated power (in consultation with the members of the cttee) to make decisions on the following items:

1. Re-scheduled recruitment timetable.
2. Matters relating to the Town Clerk recruitment process.
3. Training records update.
4. Litter picker and bandstand attendant 2022
5. Possible Unison Strike
6. Staffing matters – annual leave 2021 - 2022

You are therefore invited to a consultation with the Acting Town Clerk on Tuesday 1st February 2022 at 7.30pm

Join the consultation

<https://us02web.zoom.us/j/83410716603?pwd=QWowY21CZmZ5M3hkQ1g0MEd3Q0J4QT09>

Meeting ID: **834 1071 6603**

Password: **625850**

Signed on 25th January 2022.

A handwritten signature in black ink, appearing to read "Dawn", is written over a horizontal line.

By Dawn Drury, Deputy Town Clerk

1. RE-SCHEDULED RECRUITMENT TIMETABLE (TO FOLLOW)

To receive an update on re-scheduled dates for recruitment.

2. DECISIONS MADE IN RESPECT OF THE TOWN CLERK RECRUITMENT PROCESS

The Acting Town Clerk to update Councillors in respect of the Town Clerk Recruitment process as follows:

Minute 166 of the 8th of December Personnel meeting lays out decisions for the interviewing panel and procedure for shortlisting. All queries, application forms, format of interview, presentation and paperwork will be handled directly by the Chair

of Personnel Committee and the appointed representative from Ellis Whittam and all the correspondence related to the same including invitation to interviews due to interest in the post by a member of staff.

3. TRAINING RECORDS UPDATE AS AT 24TH JANUARY 2022 (TO FOLLOW)

The Acting Town Clerk to update the Committee on staff and Councillor training as of 24th January 2022.

4. LITTER PICKER/BANDSTAND ATTENDANT 2022

The Acting Town Clerk to update the Committee in respect of this casual vacancy.

5. POSSIBLE UNISON STRIKE

The Acting Town Clerk to update on recent correspondence received from Unison.

6. STAFFING MATTERS

The Acting Town Clerk updated the Committee on matters relating to staff annual leave 2021 – 2022.