



# Broseley Town Council

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<http://www.broseleytowncouncil.co.uk>

**NOTICE IS HEREBY GIVEN** that a **Staffing Committee** meeting of the above named Town Council will be held by Zoom video at 7 pm on Tuesday **22 September** 2020 and Members are hereby summoned to participate for the purpose of transacting the following business.

Signed:

Sharon Clayton MPA, BA (Hons), Fellow SLCC  
Locum Town Clerk

Date of issue: 16 September 2020

## AGENDA

### 1. Chairman's Welcome

### 2. Apologies for absence

To receive apologies for absence

### 3. Minutes

To CONSIDER and APPROVE the minutes from an Extraordinary Staffing Committee meeting held on 24 August 2020

### 4. Disclosure of Pecuniary Interests

Members are required to declare a disclosable pecuniary interest in a matter to be discussed at this meeting and which is not included in the Register of Interests. Members should leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the monitoring officer

## **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it will be PROPOSED, SECONDED and RESOLVED that the public and press should not be present**

## **STAFFING MATTERS**

### 5. Clerk's Report

To receive a written update from the Locum Town Clerk on actions taken following the last Staffing Committee meeting

### 6. Staffing Report

- a) To receive a report from the Assistant Clerk/RFO
- b) To **NOTE** that the National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020 and all employees with NJC contracts will receive the agreed increase in salary in accordance with new pay scales

### 7. MUGA

To consider and approve restructuring of the MUGA staff

**8. Succession Planning**

To consider and approve options for succession planning for the grounds staff (Cllr. Phil Revell)

**9. Security**

To consider and approve key holding arrangements for out of hours'/emergency call-outs

**10. Apprentice/Intern**

To consider and approve the appointment of an apprentice or intern