



**THE TOWN COUNCIL  
OF  
ROYAL LEAMINGTON SPA**  
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STEPHEN MARKS  
Clerk to the Town Council

21<sup>st</sup> January, 2021

Dear Councillor,

You are summoned to a meeting of the Staffing Committee to be held on WEDNESDAY 27<sup>TH</sup> JANUARY 2021, **commencing at 4:15 pm.**

**This meeting will be held remotely**

Join Zoom Meeting

<https://us02web.zoom.us/j/83464373143?pwd=Ny9wMldvQThOL2o1a2ZOUm03Szd4Zz09>

Meeting ID: 834 6437 3143

Passcode: 556460

The business will be as set out below.

Yours faithfully,

**Clerk to the Town Council**

To:- Councillors Sarah Boad, Judith Clarke, Jennifer McAllister, Susan Rasmussen and Nick Wilkins.

(All other Members of the Town Council – Agenda for information only)

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## **AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

Members are invited to declare any interest they may have in an item identified for discussion at the Meeting.

3. **MINUTES**

To confirm as a correct record the Minutes of the Meeting held on 17<sup>th</sup> July 2020 (Report No. 3)

4. EXCLUSION OF PRESS AND PUBLIC

To consider and, if so agreed, to RESOLVE:-

“That in view of the confidential nature of the business about to be transacted (confidential staffing matters), it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw”.

5. CONFIDENTIAL STAFFING MATTERS

To consider the private report concerning staffing matters (No.5)

## **Report No.3**

### **MINUTES OF A MEETING OF THE STAFFING COMMITTEE HELD ON 17<sup>TH</sup> JULY, 2020 AT THE TOWN HALL, PARADE, LEAMINGTON SPA**

In attendance: Councillors Sarah Boad (Chair), Judith Clarke, Jennifer McAllister and Nick Wilkins.

The meeting was joined remotely by Ms Lynda Rollason (Local Councils Consulting)

#### **8. MINUTES**

The Minutes of the Meeting of the Staffing Committee held on 22<sup>nd</sup> June, 2020 were circulated prior to the Meeting.

**RESOLVED** that the Minutes of the Meeting of the meeting of the Staffing Committee held on 22<sup>nd</sup> June, 2020 are confirmed as a correct record.

#### **9. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw.

#### **10. APPOINTMENT OF TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER**

Following the conduct of interviews of short listed candidates held remotely over the two days of 3<sup>rd</sup> and 6<sup>th</sup> July, two candidates had been selected for final interview. Each candidate had also been asked to submit a written answer to the following question: "What should be the Town Council's three key priorities over the period of the next 12 months".

Each candidate was interviewed in turn and a series of questions asked by the Committee. Following assessment of each candidate it was

**RESOLVED** that Mr Stephen Marks is offered employment as Town Clerk and Responsible Financial Officer in accordance with the terms and conditions of service applicable to this Post, subject to receipt of satisfactory references and completion of a medical questionnaire.

The meeting commenced at 9.30 am and ended at 11.15 am.