



STEPHEN MARKS  
Clerk to the Town Council

**THE TOWN COUNCIL**  
OF  
**ROYAL LEAMINGTON SPA**  
TOWN HALL, THE PARADE,  
ROYAL LEAMINGTON SPA  
WARWICKSHIRE CV32 4AT  
T: 01926 450 906

E: [clerk@leamingtonspatowncouncil.gov.uk](mailto:clerk@leamingtonspatowncouncil.gov.uk)  
[www.leamingtonspatowncouncil.gov.uk](http://www.leamingtonspatowncouncil.gov.uk)

Our Ref: SM/SC

Date: 09<sup>th</sup> December 2022

Dear Councillor,

A meeting of the **STAFFING COMMITTEE** will be held on **THURSDAY 15<sup>th</sup> DECEMBER 2022** in Room 5 at Leamington Spa Town Hall, Parade, CV32 4AT, commencing at 5.00 pm.

The business will be as set out below.

Yours faithfully,

*S Marks*

**CLERK TO THE TOWN COUNCIL**

To Councillors: Sarah Boad, Will Bryce, Judith Clarke, Jennifer McAllister and Nick Wilkins.

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**AGENDA**

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

Members of the Committee to declare any interest they may have in items identified for discussion at the Meeting, in accordance with the Code of Conduct.

3. **PUBLIC FORUM**

To receive representations from members of the public in accordance with the Council's Standing Orders. Notification of participation in the public session should be submitted in writing to the Town Clerk prior to commencement of the meeting.

4. MINUTES

To consider and approve as a correct record the Minutes of the Meeting held on 13<sup>th</sup> October 2022.

5. RECRUITMENT

To consider recruitment to the Deputy Town Clerk role.

**MINUTES OF A MEETING OF THE STAFFING COMMITTEE OF ROYAL LEAMINGTON SPA TOWN COUNCIL HELD ON 13<sup>th</sup> OCTOBER 2022, ROOM 5, LEAMINGTON TOWN HALL.**

Present: Councillors Sarah Boad, Will Bryce, Judith Clarke, Jennifer McAllister and Nick Wilkins.

Town Clerk

**1. ELECTION OF CHAIR**

**RESOLVED** that Councillor Sarah Boad is elected Chair of the Staffing Committee for 2022/23.

**2. ELECTION OF VICE CHAIR**

**RESOLVED** that Councillor Will Bryce is elected Vice Chair of the Staffing Committee for 2022/23.

**3. APOLOGIES FOR ABSENCE**

There were no apologies for absence

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5. PUBLIC FORUM**

None

**6. MINUTES**

**RESOLVED** that the Minutes of the Meeting of the Staffing Committee held on 27<sup>th</sup> January 2021 (Report No. 6) are confirmed as a correct record.

**7. STAFF APPRAISALS**

The committee considered report number 7 regarding staff appraisals.

**Resolved**

- i) That three members of the staffing committee (one from each political group – SB, JC, NW) will undertake the Town Clerk's annual appraisal.
- ii) That the Town Clerk will undertake other staff appraisals.
- iii) That a report will be taken to committee / Council in due course to formalise the approach to appraisals.

## **8. DEMOCRATIC SUPPORT OFFICER JOB DESCRIPTION**

Discussed the revision of the Democratic Support Officer job description.

**Resolved** that it is recommend to council that the Democratic Support Officer job description is updated as described and the job title changed to Deputy Town Clerk.

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

**RESOLVED** 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”.

## **10. CIVIC OFFICER ROLE**

The Committee considered report number 10 regarding an update of the Civic Officer Role and Job Description.

**Resolved** that it is recommended to the Town Council that

The Job Description is revised and the role title changed to Civic & Communications Officer.

The salary banding for the role is changed to Spinal Column Points 12 – 17

That the discussed / agreed amendments are made to the current postholder's salary.

## **11. STAFFING MATTER**

The committee noted that a relief chauffeur was no longer available. It was agreed that in the event that the chauffeur was not available to transport the mayor, alternatives such as taxis and the Mayor making their own way to appointments would need to be used. Costs would be covered by the Mayoral allowance in accordance with the Town Council's agreed Mayoral protocol.

**REPORT TO A MEETING OF THE STAFFING COMMITTEE TO BE HELD ON 15<sup>th</sup> DECEMBER 2022**

**RECRUITMENT MATTERS**

1. **Purpose of the Report**

To consider recruitment to the Deputy Town Clerk post. This report identifies some issues to be considered. The Town Clerk will give further consideration to some of these matters to inform the discussion.

2. **Background**

- 2.1 The Town Council's Deputy Town Clerk post will become vacant on 1<sup>st</sup> January 2023. It is intended to advertise the post in early January, acknowledging that Christmas isn't generally the best time to advertise.

3. **Job Role and Job Description**

- 3.1 The Deputy Town Clerk role has very recently been reviewed (by staffing committee on 13<sup>th</sup> October and Town Council on 10<sup>th</sup> November 2022). This review included the updating of the job description content and the change of the job title from Democratic Support Officer to Deputy Town Clerk. The Job Description will be circulated with the papers.
- 3.2 It is proposed that a notice period of 2 months is included in the role.

4. **Advertising**

Consideration of appropriate advertising is required. It is proposed that the vacancy is advertised through WALC who will circulate it to their mailing list, promote it on their website and social media.

The Town Council can also advertise it through its own social media.

[www.wmjobs.co.uk](http://www.wmjobs.co.uk) offer advertising of a range of vacancies, many of which are local government.

Consideration will be given to other aspects of advertising including the advert content and information provided to prospective applicants / candidates.

5. **Recruitment process / interviewing**

Consideration needs to be given to the various parts of the recruitment process, including:

Timescales

Shortlisting

Interviews

Appointment