



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 5th September 2023
at Town Council Offices, 2A Marshall Avenue, Bridlington

Councillors Heslop-Mullens, Marsburg, T Milns, Norman & Angela Walker attended the meeting.
The Deputy Clerk was in attendance and the Clerk recorded the minutes of the meeting.

Section A:

8.23 Councillor T Milns, the Chair, welcomed everyone to the meeting and read out the disclaimer regarding recording of the meeting and action in the event of a fire.

9.23 Apologies for Absence:

RESOLVED: *There were no apologies as all councillors were present.*

10.23 Declarations of Interest:

- a) To record declarations of interest by any member of the council in report of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

RESOLVED: *There were none.*

- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

RESOLVED: *There were none.*

11.23 Public Participation session to include items on the agenda (two minutes per person - maximum of fifteen minutes) to include members of the Public and Councillors with Interests:

RESOLVED: *No public were in attendance.*

Section B:

In accordance with the power granted by the Public Bodies (Admission to Meetings) Act 1960, to resolve that the Public and Media be excluded from the meeting on the grounds that confidential matters will be discussed:

12.23 The Staffing Committee considered the paperwork for the recruitment of staff and resolved the following regarding:

RESOLVED:

- a) *The meeting was content that there is sufficient budget for all three roles in place. The salary for the Administrative Assistant was set at £10.80, and the salary for the Maintenance Staff was set between £11.00 and £15.00, dependent on qualifications and experience.*

- b) *The paperwork for the Part Time Administrative Assistant Job Description, Job Specification, and further details regarding were approved with amendments.*

- c) *The paperwork for the two part time Maintenance Staff Job Description, Job Specification, and further details regarding were approved with amendments.*
- d) *The next Staffing Working Group will be on 12th September at 11am when the documentation for recruitment will be finalised and the advertisements for all roles considered and approved. After this meeting the paperwork should be sent directly to ERNLLCA to ensure that the paperwork is appropriate for the Town Council recruitment needs.*
- e) *To advertise all three roles with effect from as soon as possible with a cut off date of 3^d November 2023. Interview dates for all roles will be 16th November from 11am.*
- f) *The interview panel will be Councillor T Milns and Norman and that Councillor Marsburg will observe all the interviews but not be involved.*
- g) *The next Staffing Committee meeting will be on 8th November at 11am to undertake the following for all roles:*
 - i. *To select candidates for interview.*
 - ii. *To select questions for interview.*

Signed:

Mayor of Bridlington

Date: