



Staffing Committee Meeting held on
Tuesday 13th July 2021 at 6pm
in the Town Hall, Berkeley

MINUTES

Present:

Cllr P Hall
Cllr J Sealey
Cllr Q Somerset
J Hopkins (Clerk)

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| 1. | To elect the Chair of the Staffing Committee Cllr Hall was elected as the Chairman of the Committee. |
| 2. | Apologies and absence Apologies were received from Cllr Ashton. |
| 3. | To receive declarations of interests and consider requests for dispensations There were none. |
| 4. | To approve the Minutes of the last meeting held on Monday 26 th April 2021 The minutes were approved and it was agreed that they can be signed. |
| 5. | Salary Review – Confidential To resolve that the public and press will be excluded from this item to progress a confidential staffing matter. The salary review was discussed. |
| 6. | Canon Park Caretaker Role-To discuss and agree the Contract and Job Description, as finalised by the Canon Park Committee-see attached <ul style="list-style-type: none">• To note that the Planning & Finance Committee agreed a budget of £6000 for a new caretake role• To note that the Canon Park Committee would like the Staffing Committee to consider a 12 month fixed term contract• Pension advice received from LGPS-see attached The committee resolved the following: <ul style="list-style-type: none">• The position will be a 12 month fixed term contract• The Job description, person specification and salary scale was finalised and agreed• The Local Government Pension Scheme will be included (the resolution must be amended referring to this role, as the previous resolution only mentions the Town Clerk role) |

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| | <ul style="list-style-type: none">• Cllr Somerset will write the job advert and advertise it in the Berkeley Flyer• A CV and covering letter will be asked for• Closing date for applications will be 15th August |
| 7. | <p>Date of next meeting</p> <p>The next Staffing Committee meeting is scheduled for Monday 16th August at 6pm (prior to the Full Council Meeting)</p> |