



# Wilton Town Council

## Staffing Committee

### AGENDA

To all members of the Staffing Committee.  
Cllrs; Blackman, Crossley, Kinsey, Moore and Taylor.

You are requested to attend a meeting of the **STAFFING COMMITTEE** to be held in at the **Council Chamber, Council Offices, Kingsbury Sq, Wilton on 19<sup>th</sup> April 2023 at 4.15pm** for the purpose of transacting the following business.

All Cllrs are reminded of the Wilton Town Council [Code of Conduct](#)

**Everyone attending in person is asked not to attend if they feel unwell or show any Covid-19 symptoms.**

**YOU MAY BE REQUIRED TO WEAR A MASK , for the duration of the meeting, so please bring one with you.**

Yours faithfully

*Clare Churchill*  
Town Clerk

12<sup>th</sup> April 2023

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SC/01/23	<b><u>Apologies</u></b> To receive any apologies and to note the reasons provided.	4.15pm
SC/02/23	<b><u>Minutes</u></b> To approve the minutes of the meeting held on <a href="#">3rd April 2022</a>	4.16pm
SC/03/23	<b><u>Declarations of Interest</u></b> (a) To receive Declarations of Interest in matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members. (b) To consider any dispensation requests received by the Town Clerk.	4.17pm
SC/04/23	<b><u>Exclusion of the Press and Public</u></b> To agree items, if any, to be dealt with after the public, including the press, have been excluded for the reason of Staff in Confidence. <i>Public Bodies (Admissions to Meetings) Act 1960</i>	4.18pm
SC/05/23	<b><u>Contracts and Policies</u></b> To confirm the following Staffing Policies and recommend any changes required; (i) <a href="#">Expenses Policy</a> (ii) <a href="#">Flexible Working Policy</a> (iii) <a href="#">Sickness Policy</a> (iv) <a href="#">Grievance Policy</a> (v) <a href="#">Disciplinary Policy</a> (vi) <a href="#">Health and Safety Policy</a> (vii) <a href="#">Dignity for All Policy</a>	4.19pm

SC/06/23	<b><u>Peninsula consultancy service</u></b> To consider the quote for HR and Health and Safety services.	4.30pm
SC/07/23	<b><u>New Councillor Induction</u></b> (i) To review the current Induction Guide and recommend changes required (ii) To consider training for New Councillors	4.40pm
SC/08/23	<b><u>Current Staffing</u></b> (i) Report on staff currently employed to inc hours, rates of pay, pensions and contracts. (ii) To consider any changes required. (iii) Report on staff appraisals. (iv) To consider current training requirements.	4.45pm
SC/09/23	<b><u>Assistant Clerk Vacancy</u></b> (i) To acknowledge the resignation. (ii) To confirm the job description (inc SCP) and person specification for this position (iii) To confirm the recruitment timeline for the position. (iv) To confirm the vacancy advert for the position and advertising of the vacancy.	4.55pm
SC/10/23	<b><u>Minute Secretary Vacancy</u></b> (i) To consider any applications. (ii) To confirm applicants to be invited for an interview. (iii) To confirm questions for the interview (iv) To confirm the next steps should no applicants apply or be invited for interview.	5.25pm
SC/11/09	<b><u>Litter Picker Vacancy</u></b> (i) To acknowledge the resignation. (ii) To confirm the job description (inc SCP) and person specification for this position (iii) To confirm the recruitment timeline for the position. (iv) To confirm the vacancy advert for the position and advertising of the vacancy.	5.35pm
SC/12/23	<b><u>Date of next meeting</u></b> To confirm the date of the next meeting.	5.44pm
SC/13/23	<b><u>To close the meeting.</u></b>	5.45pm

### **Wilton Town Council is committed to equality:**

In the exercise of their functions, Wilton Town Councillors and staff take full regard of the following:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection
- Health & Safety
- Human Rights.



Anyone who may have difficulty with access to these papers or with access to the meeting is asked to contact the Clerk (01722 742093 or clerk@wiltontowncouncil.gov.uk at least 24 hours before the meeting so that help may be provided.

**Reference documents:**

- [Code of Conduct](#)
- [Terms of reference and delegated powers of the Committee](#)
- [Rules \(Standing Orders\) to be followed by the Committee](#)