



Wilton Town Council

Staffing Committee

AGENDA

To all members of the Staffing Committee.
Cllrs; Blackman, Crossley, Forbes, Harrison and Moore.

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

**Tuesday 28th January 2025
at 7.00pm**

for the purpose of transacting the business set out below.

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

Yours faithfully
Clare Churchill
Town Clerk

22nd January 2025

SC/001/25	<u>Apologies.</u> To receive apologies.	7.00pm
SC/002/25	<u>Minutes.</u> To approve the minutes of the meeting held on 25 th November 2024.	7.01pm
SC/003/25	<u>To suspend Standing Orders</u> <u>Community Engagement</u> 15 minutes is set aside for questions and statements relating to items set out in the Agenda below, these are restricted to 3 minutes. Questions not answered at the meeting will be answered in writing or may appear as an agenda item for the next appropriate committee meeting.	7.02pm
SC/004/25	<u>To reinstate Standing Orders</u>	7.17pm
SC/005/25	<u>Community Engagement</u> To respond to matters raised by the public. No decisions may be taken on such matters at the meeting unless due notice has been provided. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.	7.18pm

SC/006/25	<p><u>Declarations of Interest</u></p> <p>(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.</p> <p>(b) To consider any dispensation requests received by the Town Clerk.</p>	7.23pm
SC/007/25	<p><u>Exclusion of the Press and Public</u></p> <p>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></p>	7.24pm
SC/008/25	<p><u>To adopt the Employee Handbook</u></p> <p>To review and recommend adoption of the following documents:</p> <p>(i) The draft Employee Handbook recommended by WorkNest.</p> <p>(ii) The Guidance to Prevent Sexual Harassment in the Workplace.</p> <p>(iii) Risk Assessment – Preventing Sexual Harassment.</p> <p>(iv) Action Plan – Preventing Sexual Harassment</p>	7.26pm
SC/009/25	<p><u>Recruitment of a Deputy Town Clerk for Wilton Town Council</u></p> <p>(i) To confirm the Job Description and Person Specification for this position</p> <p>(ii) To confirm the recruitment timeline for the position.</p> <p>(iii) To confirm Councillors on the interview panel.</p> <p>(iv) To confirm the date for interviews to take place.</p> <p>(v) To confirm the questions to be used at interview.</p> <p>(vi) To confirm the vacancy advert (inc cost) for the position & advertising of the vacancy.</p> <p>(vii) To confirm the application form.</p> <p>(viii) To agree the pre and post offer medical questionnaire.</p> <p>(ix) To confirm the Employment Contract for the Deputy Town Clerk.</p>	7.40pm
SC/010/25	<p><u>Hours - Minutes Secretary</u></p> <p>To review the hours (inc pay) for the current Wilton TC Minutes Secretary.</p>	7.55pm
SC/011/25	<p><u>Responsibilities for office staff</u></p> <p>(i) Town Clerk</p> <p>(ii) Administrative Support</p>	8.10pm
SC/012/25	<p><u>Staffing update</u></p> <p>(i) Cleaner</p> <p>(ii) Mace Bearer</p>	8.20pm
SC/013/25	<p><u>Staffing Matters</u></p> <p>To discuss any further support requirements for the office</p>	8.30pm
SC/014/25	<p><u>Date of next meeting</u></p> <p>To confirm the date of the next meeting.</p>	8.40pm
SC/015/25	<p><u>To close the meeting.</u></p>	8.42pm

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 48 hours before the meeting so that help may be provided.

