



**PUBLIC NOTICE OF MEETING  
SUMMONS TO STAFFING COMMITTEE MEMBERS**

The meeting of the **Staffing Committee** will be held on **Tuesday 29 March 2022**, at **11.30am** at **Guildhall, Load Street, Bewdley**

**The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting, there will be no opportunity for members of the public to speak at this meeting.**

**AGENDA**

- S2122/466** To receive and note any Council Member's apology for absence
- S2122/467** **Declarations of Interest: Councillors are reminded:-**
- S2122/468** **Dispensations**  
To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to stay in the meeting, speak and/or vote on matters for which they have declared an interest in keeping with s33 of the Localism Act 2011 and the Council's adopted Standing Orders and Code of Conduct.
- S2122/469** In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest.
- S2122/470** **Staffing**
- i) To receive a recommendation from the interview panel for the job share post of Administrative Assistant for a 6-month fixed term contract.
  - ii) To note the National Salary Award for 2021/2022 of 1.75% to be back dated from 1 April 2021 for all employees.
  - iii) To approve overtime payment for the Mayor's PA.
  - iv) To approve carry over of annual leave for the Town Clerk.
  - v) To note the exit interview from the previous permanent Administration Assistant.
- S2122/471** **Date of Next Meeting**
- Committee members: (12)
- |                    |        |                       |        |
|--------------------|--------|-----------------------|--------|
| Cllr S Billett     | (Wrib) | Cllr J Byng           | (Wrib) |
| Cllr A Coleman,    | (East) | Cllr R Coleman,       | (West) |
| Cllr L Davies,     | (Wrib) | Cllr C Edginton White | (West) |
| Cllr P Gittins MBE | (East) | Cllr P Harrison,      | (Wrib) |
| Cllr H Lacy        | (East) | Cllr I Latimer        | (West) |
| Cllr E Seldon,     | (West) | Cllr R Stanczyszyn,   | (East) |

Tracy Bodley, Town Clerk  
22 March 2022