

THORNBURY TOWN COUNCIL

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Town Hall
35 High Street
Thornbury
Bristol BS352AR

Town Clerk: Clare Nelmes

MEETING OF: Staff Committee
TO BE HELD ON: Tuesday 6 September 2016 at the Town Hall
COMMENCING AT: 6.30 pm

Please note that this meeting is open to the public, who are welcome to attend.

Public participation will be taken at the beginning of the meeting and/or at the calling of an agenda item at the discretion of the Chairman.

Due to the confidential nature of some of the matters discussed, the public and press may need to be excluded from the meeting for the discussion of certain agenda items as resolved by the committee.

AGENDA

1. To receive any apologies for absence
2. To receive any members declarations of interest
3. To elect a chairman and vice chairman of the staffing committee from amongst its members.
(Please note that the Mayor & Deputy Mayor are excluded from holding these positions)
4. To receive any representations from the public
5. To note the terms of reference for this committee
6. To agree the short listing and interview process for the Responsible Financial Officer post
7. To consider a revised job description and recruitment process for the Hall Supervisor following the resignation of the current post holder
8. To consider issues relating to grounds maintenance staffing
9. To receive an update on the recruitment of a new cleaner for the town hall
10. To consider and approve any staff training requests
11. To consider the future work programme of the staffing committee

A handwritten signature in black ink, appearing to read 'Clare Nelmes', is written over a light grey rectangular background.

Signed Town Clerk and Proper Officer

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BACKGROUND PAPERS

The following are circulated with or have been previously circulated and form part of this agenda:-

- a) Responsible Financial Officer job description
- b) Current Hall Supervisor job description