

26 April 2022

You are hereby summoned to attend a meeting of the Personnel Committee to be held at Bainbridge Hall, Chapel Road, Carr Vale, Bolsover on Tuesday 3rd May 2022 at 4 pm for the purpose of transacting the business on the agenda set out below.

Yours sincerely,



Andrew Tristram
Town Clerk

Agenda

1. Apologies for absence
2. Declarations of interest
3. To move the following resolution
'that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
4. Staffing restructure
(a) to consider staffing restructure to delete posts of Town Clerk/RFO (37 hours) and Deputy Town Clerk (30 hours) from the establishment and create new posts of Town Clerk (37 hours), Assistant Clerk (Operations / Governance) (30 hours) and RFO (25 hours).

Note : The current Assistant Clerk - Burials / Accounts position remains unchanged.

(b) to agree the job specification and person specification for the new posts and agree salary levels.

(c) to make recommendations to the Full Council for consideration.
5. Date and time of next meeting
6. to consider date and time of next meeting.

Attached:

- NJC Pay Scales
- Staffing Structure Review
- Job Description - Town Clerk / RFO
- Job Description - Deputy Town Clerk

Members requiring any further information for the meeting must do so by 5pm Thursday 28th April.

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