

Minutes of the Staffing Committee meeting held on 7th May 2024 at Filton Leisure Centre.

PRESENT: Cllrs:- Brian Mead(Chair) Alex Doyle(Vice Chair), Tom Mewies

ALSO PRESENT: Lesley Reuben Town Clerk & RFO

APOLOGIES: Cllr J Baverstock

182 Apologies for absence – noted

183. Minutes of the meeting held 5th March 2024 were approved as an accurate record.

184. Street Cleansing Operative – Two applications were received. Agreed to interview both on 17th May 2024. Interview panel to be Town Clerk and 2 Councillors.
Members should submit any relevant interview questions to Town Clerk in advance.

185. Town Clerk & RFO retirement – ALCA had sent apologies but had sent information on profiling. The committee worked through the sheet and agreed to recommend that the job of Town Clerk & Responsible Finance Officer be advertised as LC3 Scale Points 37-41 depending on qualifications and experience. The Town Clerk to provide job and person specifications for the next meeting.

186. Date of next meeting – Tuesday 7th June 2024 Conference Room, Leisure Centre.

There being no further business the meeting closed at 7.15p.m.