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***Stanley***

*Town* *Council*

**Dear Councilors**

**TO** **ALL MEMBERS of Interim HR Committee**

A Hanson C Marshall J Stephenson H Clark G Binney

I hereby give you notice that an **INTERIM** **HR COMMITTEE (as approved by full council on 23 January 2024)** of Stanley Town Council to be held at, The Greenhouse, Greencroft Business Centre, Stanley, **on Thursday 15th February 2024 5:00pm** in order to transact the following business:

Yours sincerely,



**Dianne Rickaby**

Locum Town Clerk

9th February 2024

Please turn off all mobile phones or set to silent mode.

Please refer to the Policy for recording proceedings

 A G E N D A

1. Council to **RESOLVE** that under Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the agenda items **7 to 12** as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification of excluding the public and press for the consideration.*

 *the following items: Discussion falls under the Data Protection Act 2018*

**HOUSEKEEPING – (mobile phones on silent, fire drills, safety exits.)**

**2. APPOINTMENT OF CHAIR (for this meeting)**

Members to **APPOINT** a chair of the Committee.

**3. APOLOGIES FOR ABSENCE**

To **RECEIVE** and **APPROVE** any apologies, reasons for absence and any requests for dispensations.

**4.** **DECLARATIONS OF INTEREST**

Members are invited to **DECLARE** disclosable pecuniary and other interests, along with the nature of those interests, in relation to any item on this agenda.

**5.** **TERMS OF REFERENCE**

Members to refer to the Terms of Reference as per full council meeting of 23 January 2024

**6**. **CONTEXT STATEMENT**

Members to **AGREE** context statement to implement restructure proposal.

 Paper to be tabled at the meeting.

**6. DATE & TIME OF NEXT MEETING - TO BE AGREED**

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**Excluded section.**

**7.**  **CHIEF OFFICER ARRANGEMENTS**

Members **CONSIDER** the current working arrangements in place covering the vacancy of Chief Officer and **AGREE** future cover.

**8. STAFFING – CURRENT COVER OF TOWN CLERK MANAGERIAL DUTIES.**

Paper to be tabled at meeting.

**9.** **RESTRUCTURE ARRANGEMENTS**

Members to **AUTHORISE** the development and implementation of proposed staffing structure within the context statement for Stanley Town Council, as per the staffing budget agreed on 9TH January 2024 at an Extra Ordinary Meeting, minute 117/23.

**10. REVIEW OF PROVISION OF LOCUM SERVICES**

Members **REVIEW** thecurrent arrangement with LGRC on the current provision of Locum Clerk Services.

**11. SUPPORT AND MENTORING FOR TOWN CLERK/CHIEF OFFICER**

Investigate support and mentoring for interim and permanent town clerk/chief officer.

**12. REVIEW THE RECRUITMENT PROCESS**

Members to **REQUEST** areport relating to the recent recruitment process, detailing a full step by step of the process to consider what went well, not so well, costings and agree future recruitment process to fill the vacancy.

*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the*

*public and press are welcome to attend the meeting. Members of the public will only be*

*permitted to speak at the beginning of the meeting during Public Participation.*