

ST. JUST-IN-PENWITH TOWN COUNCIL

Council Offices
1 Chapel Street
St Just
Penzance
Cornwall TR19 7LS

Telephone
(01736) 788412

Email:
townclerk@stjust.org

www.stjust.org

11 September 2012



STAFFING COMMITTEE

You are hereby summoned to attend a meeting of the Staffing Committee to be held as follows:-

DATE: MONDAY 17 SEPTEMBER 2012

TIME: 7.15 P.M.

VENUE: COUNCIL CHAMBER, 1 CHAPEL STREET, ST JUST

Members of the public are also invited to attend Council meetings.

Elaine Baker
Town Clerk

To:

Chairman: Mrs S James

Vice Chairman: T N McFadden

Committee

Ms P S Angove
K McFadden
F Morris

17 SEPTEMBER 2012

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Exclusion of the Press and Public

If necessary, to consider passing the following resolution:

“RESOLVED – that under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified in the following item(s).

4. MINUTES

RESOLVED: That the minutes of the Staffing Committee held on 2 April and 18 June 2012 be approved as an accurate record and signed by the Chairman.

5. Proposal for an online feedback system for St Just Town Council

The Committee to consider the attached proposal which has been produced by webfooteddesigns to enable to Town Council to get feedback from the local community. Councillor McClary will be invited to attend the meeting for this item.

6. St Just Town Council – Quality Council Action Plan

The Committee is asked to consider the attached paper which has been prepared by the Town Clerk and which sets out the areas which need to be addressed if the Town Council wishes to achieve “Quality Council” status.

7. Appraisals

The Committee to receive the action plans arising out of the annual appraisal process. (Copies attached for Committee members only)

8. Salary of Town Clerk / Responsible Financial Officer

The Committee to consider the attached report by the Chair and Vice-Chair of the Committee regarding the completion of the assimilation process arising from the recent benchmarking exercise.

9. Review of Grading for Assistant to the Town Clerk

The Committee to consider the attached report by the Town Clerk regarding a review of grading for the Assistant to the Town Clerk.

10. Contingency - Staff Absences

The Committee to consider possible contingency arrangements for cover in the event of planned / unplanned long term absence of Council staff.