



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

27th August 2024

You are summoned to attend a meeting of the Personnel Sub-Committee to be held on **Monday 2nd September 2024 at 6pm in the Committee Room, Town Hall, Okehampton.**

Committee Membership consists of the following, other Members may attend but are unable to vote and are required to leave the meeting for confidential staffing related items of business:

Cllr Colman (Chairman, Property)	Cllr Leech (Chairman, Planning)
Cllr Fisher (Mayor)	Cllr Yelland (Chairman, Policy & Resources)
Cllr Tolley (Chairman, Parks)	

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building using either staircase to the meeting point in Red Lion Yard and await further instructions.

Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.

No decision can be taken on items not detailed on the published agenda.

Please ensure mobile phones are on silent or turned off.

Business to be Transacted

1. **Apologies for Absence** - To receive apologies from those Members unable to attend
2. **Declarations of Interest** – To receive disclosures of interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.
3. **Minutes** - to approve minutes of the meeting held on 15th April 2024

PART TWO

Items which may be taken in the absence of the press and public.

The Committee is recommended to pass the following resolution:

‘Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.’

4. **Staffing Matters** – To consider the following items of business and make recommendations to the Policy & Resources Committee as required:
 - 4.1 **Job Descriptions** – To consider revised draft job descriptions for all existing roles noting that further staff consultation will be required to be undertaken
 - 4.2 **Facilities Officer Role** – To consider the following in relation to this new role:
 - a) Job Description and person specification
 - b) Salary Scale and to agree the Committee budget the salary will be included within (Property or P&R)
 - c) Contract arrangements to be in line with other members of staff, including pension arrangements
 - d) Recruitment process including the panel in accordance with the Recruitment Policy
 - e) Recruitment timeline