

## **BILLINGHAM TOWN COUNCIL**

### **STAFFING SUB COMMITTEE MINUTES**

**Held on Tuesday 13<sup>th</sup> February 2024, at 6pm**

**Town Council Office, Billingham Library & Customer Service Centre**

**Present:** Councillor C Gamble - Chairman  
Councillor H Atkinson

**Apologies:** Councillor J Scollen - Illness

**Others:** Miss D Smith - Town Clerk/RFO

**176/23 EXCLUSION OF PRESS AND PUBLIC - Members are invited to consider passing the following resolution:** That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during the disclosure of the following item on the agenda as they involve the likely disclosure of exempt information as defined in Part 1 of schedule 12A in the 1972 Act as indicated below:

Issues concerning: Staffing matters

#### **RESOLVED**

To pass the above.

#### **177/23 Café Staffing**

The Town Clerk gave a confidential report on all current staffing matters. Members were advised that the Town Clerk is reviewing all HR policies and procedures and putting together a new Staff Handbook. Interviews for the temporary Café Assistant Post will take place on Friday 23<sup>rd</sup> February 2024.

#### **RECOMMENDATIONS TO F & GP COMMITTEE**

- a. Information duly noted.
- b. Councillor Gamble and Atkinson to conduct the interviews for the Café Assistant Post.
- c. To draft a Staff Volunteering Policy.
- d. The Town Clerk's appraisal to be carried out on Thursday 22<sup>nd</sup> February.
- e. The Town Clerk to take over the line management of all staff.

The meeting concluded at 7.15pm with Councillors Gamble and Atkinson present.