



**Lostwithiel Town Council  
Staffing Committee Meeting  
will be held at Lostwithiel Library  
on Thursday 19 January 2023 at 7pm**

This meeting is open to the public and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **the council cannot guarantee this**, especially if you are speaking or taking an active role. The council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

Housekeeping – Committee Chairman Councillor Guiterman will advise the evacuation routes in case of an emergency and remind all persons present of the following: -

The meeting may be filmed or recorded

Members and Members of the Public are asked to set device ring tones/alerts to silent

### **Meeting Agenda**

1. To receive and accept Apologies of Absence.
2. To receive from Council Members any Declarations of Interest, written requests for new DPI dispensations and declarations of any gifts or hospitality.

Members are invited to declare disclosable pecuniary interests and other (non-registerable) interests in items on the agenda as required by

Lostwithiel Town Council's Code of Conduct for Members and by the Localism Act 2011.

3. Public Participation – Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes.
4. To receive and adopt the minutes of the Staffing Committee meeting held on 16 November 2022 having been previously circulated and taken as read.
5. Items for next agenda

Under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

#### Closed session

6. New Administration/Library Assistant post - to consider approval of the job description, person specification and application form as drafted.
7. New Deputy Town Clerk post - to consider approval of the job description, person specification and application form as drafted.
8. Closing dates - to agree closing dates for the receipt of applications for both posts.
9. Recruitment, Selection & Retention Policy – to consider and to recommend to Council adoption of the policy as drafted.
10. Interview panel – to agree the number of persons on the interview panel, who will sit on the panel & to agree interview dates to be included in the recruitment pack

11. Cornwall Pension – to consider Lostwithiel Town Council’s results from the Actuarial Valuation.
12. Cornwall Pension Funding Strategy Statement Consultation – to decide (if applicable) a response to this consultation.
13. Worknest – to consider recommending to Council the appointment of ‘Worknest’ as Employment Law & Human Resources consultants.
14. Office furniture and IT – to provide feedback on the Clerk’s drafted plan.
15. Staff Structure Review – to review the Town Clerk’s Spinal Point in line with the recent Staff Structure Review, to consider whether backdating is appropriate and make recommendations to full Council.

*S Harris*

Mrs S Harris

Town Clerk

12/01/23