



ANDOVER TOWN COUNCIL
Extraordinary Staffing Sub-Committee
Friday 2 October 2020

To the Members of the Staffing Sub-Committee:

Councillors D Coole (Chairman), C Ecclestone (Vice-Chairman), L Banville, J Coole, and R Meyer.

You are hereby summoned to attend an **Extraordinary** meeting of the **Staffing Sub-Committee** to be held **virtually via Zoom on Friday 2 October 2020 at 6.00pm** when it is proposed to transact the following business: -

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter'.

Wendy R Coulter

28 September 2020

ANDOVER TOWN COUNCIL

Staffing Sub-Committee

Friday 2 October 2020



MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS: In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to the recording by members of the public.

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Item 1: Apologies for Absence

To receive and accept apologies for absence.

Item 2: Declarations of Interest

To receive and note any declarations of interest relevant to the agenda.

Item 3: Public Participation

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer may be given in the meeting and recorded in the minutes or, if necessary, a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

Item 4: Exclusion of the Press & Public

To PASS a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 5 due to Confidential Staffing matters, Ref Section 11 of LG & HA 1989.

CONFIDENTIAL ITEMS

Item 5: CiLCA Qualification

To consider options to allow the Town Clerk to gain the CiLCA Qualification prior to 31 March 2021.
A report is attached under separate cover for Town Council Members only.

Item 6: Office Risk Assessment

To note the current Covid-19 situation and advice from Central Government. To note that work will continue to consider how Officers will return to the Town Council Offices once it is safe for them to do so.

Item 7: Proposed Staffing Structure

NOTE: Neither the Town Clerk or other Officers of the Town Council will be Clerking this part of the meeting.

Notes will be taken by a Town Councillor.

Following the conclusion of the staff consultation on the proposed staff structure, to consider the Officers' comments and South East Employers advice. To agree any changes to the proposed staff structure and job descriptions and/or to give justified reasons for not accepting Officer(s) comments. To recommend to the October Budgets and Staffing Committee meeting and then the October Council meeting, the proposed staff structure and job descriptions as amended.

The Chairman of the Committee will close the meeting.