



SNAITH & COWICK TOWN COUNCIL

26 Market Place, Snaith, East Yorkshire DN14 9HE

Town Clerk: Mrs V Whiteley

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22 April 2024

Meeting of Snaith and Cowick Town Council Employment Committee to be held on 29 April 2024 at 7pm at 26 Market Place, Snaith

Agenda

1. To note resignation of Town Clerk and Assistant Town Clerk
2. To note authority of the Employment Committee
To note that the Employment Committee does not have the ability to resolve (make decisions). It will therefore only be able to make recommendations to Council for consideration. Council could resolve to provide the Employment Committee with the power to resolve at the Annual General Meeting.
3. Town Clerk / Assistant Town Clerk Job Review
 - a. Review Job Description
 - b. Review working hours and location of work
4. Salary Budget for all staff for financial year 2024/2025
5. Agree key dates in principle for the employment process
 - a. Date for role approval
 - b. Date for advertisement
 - c. Date for shortlisting
 - d. Date for interview
 - e. Date for review and decision making
 - f. Agree probation period
 - g. Reference Check
 - h. Proposed new start date
6. Training Requirements for New Staff
7. Agree who will shortlist / Interview

Kind Regards

Town Mayor

V. Whiteley