



MINUTES OF THE EMPLOYMENT COMMITTEE MEETING

Date: Tuesday 9th December 2025

Time: 7 pm

Venue: Committee Room, North Warwickshire Borough Council Civic Suite, Council House, South Street, Atherstone, Warwickshire, CV9 1DE.

In Attendance:

Councillors: Cllrs S Bishop (minutes), J Chambers, K Barnett.

Guests: Ja'Neen Day WALC via Zoom.

Members of the Public/Press: None

1. **Apologies:** Cllrs C Evans, and D Wright had sent their apologies which were noted.

2. **Declarations of Interests and Dispensations:** None.

3. **Minutes of the previous Employment Committee meeting**

It was **RESOLVED** to approve the minutes of the previous Employment Committee meeting held on 22/07/2025.

Closed Session: It was **RESOLVED** to move into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, where publicity would be prejudicial to the public interest in the due to the confidential nature of the business to be discussed for item 4.

4. **To receive and consider Appendix 1 Confidential Report**

To consider decisions to be made under delegated authority regarding the vacant position of Town Clerk and other staffing matters.

1. **To consider an update on the recruitment of a Town Clerk /RFO following the recent interview process** carried out on the 24th of November 2025 and agree next steps.

An update on the recruitment of the Town Clerk/RFO was provided. Following interviews on November 24th no appointment had been made.

Following discussion, it was **AGREED** that the person specification, salary scale and hours for the Town Clerk / Responsible Finance Officer post be revised and that the post be re-advertised.



It was proposed to recommend a Salary Scale of **points 37–41**, depending on experience with between **25–28 hours per week** in order to attract a suitably qualified and experienced clerk.

It was **AGREED** that, before making this proposal as a recommendation to Full Council, the Employment Committee should assess and understand the **financial implications** of these proposed changes, particularly the additional staffing costs.

Actions:

Ja'Neen Day [WALC] to redraft the job description and submit it to the Employment Committee.

Cllr Keith Barnett to provide estimates of the additional salary costs associated with the revised salary scale and hours.

The Employment Committee to review options re salary scale and hours and make recommendations at its next meeting.

2. To consider matters arising from the annual appraisal of the Deputy Clerk carried out on the 11th of November 2025.
Minute Ref 12(c) P43 25/26-Nov 25

It was **agreed** that the revised job description drafted by Ja'Neen Day with amendment to hours from 30 to 28 hours be submitted to Full Council for approval.

It was **agreed** that a bonus payment for the Deputy Clerk should be recommended to Full Council to cover the additional responsibility and work undertaken in the absence of a Town Clerk back dated to 1st April 2025 and until a new Town Clerk is appointed.

3. Accommodation – Any update received regarding move to new office next door within NWBC. Subject to computer/IT issues being resolved and coordination with NWBC it is hoped that move to new office will take place before Christmas or early in the New Year.

4. Any other business

a) Cllr Bishop updated the Committee re feedback from NALC in response to Local Council Award submission that “Chair of the Council should not chair the Employment Committee”. As a result, it was **RESOLVED** that Councillor Chambers will be Chair of Employment Committee with immediate effect.



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b) An update had been received from Locum RFO indicating changes to her working arrangements from January 2026 onwards.

The meeting was closed at 8.30pm

Chairman signature:.....