



DRAFT MINUTES OF THE EMPLOYMENT COMMITTEE MEETING

Date: Friday 2nd January 2026.

Time: 7 pm.

Venue: White Hart House, Long Street, Atherstone, CV9 1AX.

In Attendance Councillors: J Chambers [Chair]; Cllrs S Bishop, K Barnett and C Evans.

Members of the Public/Press: None

- 1. Apologies:** Cllr D Wright sent his apologies which were noted.
- 2. Declarations of Interests and Dispensations:** None.
- 3. Minutes of the previous Employment Committee meeting 9.12.2025**

It was **RESOLVED** to amend the draft minute of the previous Employment Committee meeting held on 9/12/2025 as follows:

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.

It was **RESOLVED** to accept and adopt the above amendments as a correct record of the meeting.

Agenda Item 4: “To consider recommendations made under delegated authority regarding the vacant position of Town Clerk / RFO and other staffing matters”

4(a) Interim Locum Arrangements – Options and Considerations

Following the recent departure of the locum Responsible Finance Officer (RFO), the Employment Committee advised that there is an urgent and immediate need to fill this vacancy in order to ensure completion of the 2026/27 budget and precept submission, the year-end accounts, and the AGAR.

The Committee considered interim arrangements during the period in which the Town Council will be progressing recruitment to a permanent Town Clerk / Responsible Finance Officer post. In particular, consideration was given to whether the Council should seek to appoint either:

- a locum RFO only (as previously), or
- a combined locum Town Clerk / RFO.

Following discussion, the Employment Committee **RESOLVED** to recommend **that the Town Council pursues, with immediate effect, the recruitment of a locum Responsible Finance Officer.**

Estimated costing was considered.

The Employment Committee advised that with respect of any contracted or locum arrangements, there is a need to

- a) ensure clarity of expected outputs, management arrangements, accountability and reporting requirements and
- b) prepare a short brief/specification for this work using the RFO job description and known requirements before end of March.

Action - Employment Committee with support of WALC/ SLCC

4(b) Recruitment to the Permanent Vacant Post of Town Clerk / Responsible Finance Officer



The Employment Committee considered recruitment to the permanent vacant post of Town Clerk / Responsible Finance Officer and:

- discussed previous and current guidance from (WALC) in relation to appropriate salary scales, working hours and likely interest from suitably qualified and experienced candidates.
- considered a range of options, scenarios and associated costs, on the basis that the minimum appropriate salary scale for the combined Town Clerk / Responsible Finance Officer role would need to be at least scale point 37 (with reference to the paper on estimated salary costs [points and hours] tabled by Cllr Keith Barnett)
- considered the timing and approach to re-advertising and recruitment to the permanent post.

Following discussion, it was RESOLVED that the Employment Committee recommends to the Town Council that it:

a) Seeks to accommodate within the 2026/27 budget, sufficient funds to employ a permanent Town Clerk / Responsible Finance Officer.

b) Ensures that the budgeted total salary costs for 2026/27 take account of anticipated future increases in national pay awards, National Insurance and pension contributions; and

c) Pursues the re-advertising and recruitment to this permanent post with immediate effect.

In addition, the Committee felt it may be helpful to explore whether there is further scope to increase the reach of advertisements for this post.

4. Any other business

- Request to pay the invoice submitted by the locum RFO was not considered.
- Proposal to reduce number of TC meetings to relieve staff workload and pressure - Employment Committee members generally favoured this idea subject to EGMs being arranged if required. They did not resolve or make a recommendation on this matter
- Consider addition /co-option of another Councillor to the Committee to enhance resilience, capacity and experience.

The meeting closed at 8.30pm

Chairman signature:.....



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