



Ripley Town Council

6 Grosvenor Road Ripley DE5 3JF

Contact: Town Clerk and Responsible Finance Officer
Mrs Jayne Simpson
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Date of Notice: 4th July 2024

EMPLOYMENT COMMITTEE MEETING Thursday 11th July 2024 at 4.30pm RIPLEY TOWN COUNCIL

You are summoned to attend an Employment Committee Meeting of Ripley Town Council which will be held in the Ripley Town Council Office, 6, Grosvenor Road, Ripley, DE5 3JF.

To: Members of Ripley Town Council Employment Committee.
Cllrs: M Wilson (Chair), P Lobley, S. Freeborn, M. Allwood, K Smith and R Ashton.

Yours sincerely,

H. J. Simpson

Mrs H J Simpson
Town Clerk

AGENDA

1. To Receive Apologies for Absence.

2. Variation of Order of Business.

3. Declaration of Members Interests.

- (a) Members must ensure that they must contact the Clerk with any Declarations of Interest at least 3 days prior to the meeting and must indicate the action to be taken (i.e., to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)
- (b) Where a member indicates that they have a Disclosable Pecuniary interest but wish to make representations regarding the item before leaving the meeting, those representations must be made under item **(4)** of Public Speaking.
- (c) The Declarations of Interests for matters other than Disclosable Pecuniary Interests, Members will be asked to confirm that the record is correct.

4. Public speaking – (10 Minutes)

- (a) A period of not more than 10 minutes will be made available for members of the public and Members of the Council to comment on any matter.
- (b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.
- (c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.

5. To determine which items if any part of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: - "In view of the confidential nature of items **(6 & 7)** to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item."

6. To discuss the attached report which relates to the proposal to restructure the staffing of Ripley Town Council office.

7. To update the Committee members on work carried out in preparing a job description and job sizing exercise for the Grounds and General Services Operative and agree the next steps and timeline for recruitment.

8. Confirm date of next meeting.

9. Close meeting.

The date for the next monthly Town Council Meeting is Tuesday 16th July 2024 at 7.00pm in the Council Chamber, Town Hall, Ripley, DE5 3BT.