



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ
www.woodley.gov.uk

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman) J. Anderson; G. Bello; A. Chadwick; K. Gilder;
R. Horskins; M. Kennedy; M. Nagra; B. Rowland; A. Swaddle

NOTICE IS HEREBY GIVEN that an Extraordinary Meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 7:00 pm on Thursday 27 July 2023, at which your attendance is requested.

The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.

A handwritten signature in black ink, appearing to read "Kevin Murray".

Kevin Murray
Deputy Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **EXCLUSION OF PUBLIC AND PRESS**
To resolve that in line with Standing Order 12.2, in view of the confidential nature of the business about to be transacted in relation to personnel matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for considering the recommendation set out at item 4 on the agenda.

4. **PERSONNEL SUB COMMITTEE**

To note **Confidential Report No. SR 16/23** of the Personnel Sub Committee meeting held on 13 July 2023. Page 3

Members are asked to consider the following recommendations made at this meeting:

- i.** That the Strategy and Resources Committee approve the following;
 - The post of Finance Manager (RFO) be created on NJC 33-41.
 - The post of Finance Officer be deleted.
 - The appointment to the position of Finance Manager (RFO) and pay arrangements be agreed, as set out in Report No. SR 16/23.
 - That the Town Clerk job description be reviewed in accordance with this change.

- ii.** That the Strategy and Resources Committee approve the following;
 - That the Personnel Sub Committee be delegated to carry out the recruitment process;
 - Agree the recruitment timeline
 - Agree the recruitment advertisement and placement
 - Agree the interview process
 - Prepare interview questions
 - Receive applications
 - Assess and shortlist applications for interview
 - Conduct the interviews
 - Make a recommendation to Full Council on the preferred candidate
 - That the job description and salary (SCP 50-54) for the post be approved.

- iii.** That the Strategy and Resources Committee approve the following;
 - That the post of Maintenance Officer be recruited to, in accordance with the existing job description and salary range for the post.

- iv.** That the Strategy and Resources Committee approve the remuneration of the Acting Town Clerk, as set out in Report No. SR 16/23.

**PAGES 3 - 36 HAVE BEEN
OMITTED AS THE CONTENT IS
CONFIDENTIAL**