



Town Mayor – Cllr Lawrence Ferguson

Town Clerk – Felicity Ryan

Web site <http://www.corbytowncouncil.gov.uk>

E-mail: clerk@corbytowncouncil.gov.uk

Minutes of the meeting of the Staffing Committee of Corby Town Council held on **Tuesday 7th December 2021, 6.30pm** at Beanfield Community Centre, Corby.

PRESENT:

Cllr M Keane
Cllr S Rielly
Cllr M Pengelly

Also present: F Ryan (Town Clerk)

112/21 APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllr Leanne Buckingham, Cllr M Reuby.

113/21 PUBLIC PARTICIPATION

No members of the public were present

114/21 MINUTES

Members approved the minutes of the Staffing Committee meeting held on 30th September 2021.

115/21 JOB DESCRIPTION/PERSON SPECIFICATIONS

The job description and person specification was agreed as circulated. It was **RESOLVED** to begin to advertise for a Community Engagement and Events Officer immediately for 20 hours per week = SCP 24-26 (pro rata - £28,672-£30,451) actual salary (£15,498.36-£16,460.04) (£14.90-15.83 per hour) with a closing date of Friday 14th January 2022.

116/21 POLICIES FOR ADOPTION

It was **RESOLVED** to adopt the following policies as circulated :

- Health and Safety Policy
- Grievance and Disciplinary policy
- Sickness Policy
- Expenses policy
- Equal opportunities policy

CORBY TOWN COUNCIL

117/21 MATTERS FOR INFORMATION OR DISCUSSION

Date of next meeting : 18.30pm on 10th January 2022 or 18.30pm 18th January 2022 depending on the level of applicants for the role.

Meeting Closed 7.00pm