

Recommendations from Personnel held on 31.10.24

46/24/25 TO RECEIVE A REPORT ON THE COMMUNICATION AND ENGAGEMENT OFFICER ROLE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve an additional 12 hours per week for the Communications and Engagement Officer role as per the job description (as attached) together with the Development and Engagement Managers supporting report;
2. To advertise with immediate effect with there being sufficient funds within the 2024-25 budget;
3. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

Please note: the Communications and Engagement Officer job description and person specification was recommended to Full Council by the Personnel Committee (minute 92/23/24b) where Full Council approved the role into the existing Town Council organisation structure (minute 367/23/24 recommendation 4).

47/24/25 TO RECEIVE A REPORT ON APPOINTING AN ASSISTANT COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve the new role, Assistant Community Hub Team Leader into the existing Town Council organisation structure;
2. To approve the job description and person specification (as attached) together with the Community Hub Team Leader's supporting report;
3. To advertise with immediate effect with there being sufficient funds within the 2024-25 budget;
4. To note the role replaces the 30-hour Library and Information Assistant post;
5. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

48/24/25 TO RECEIVE A REPORT ON APPOINTING ADDITIONAL SERVICE DELIVERY STAFF AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve the new, Service Delivery General Assistant into the existing Town Council organisation structure;
2. To approve the job description and person specification (as attached);
3. To advertise from 1 April 2025;
4. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024;
5. To approve the new, part time (afternoon) Administration Assistant into the existing Town Council organisation structure;
6. To approve the job description and person specification (as attached);
7. To advertise from 1 December 2024 with there being sufficient funds within the 2024-25 budget;
8. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.