

## Report Statement

### Report Purpose:

Recruitment Plan

### Author:

Town Clerk

## Update

The Project Officer resigned and finished on 4<sup>th</sup> Feb 2022 and the Admin and Governance Officer also resigned and finished on 28<sup>th</sup> Feb 2022.

Therefore, the Personnel Committee and the staff team have reviewed all the job descriptions and planned a way forward. The following proposals were approved by the Personnel Committee on 15<sup>th</sup> Feb 2022.

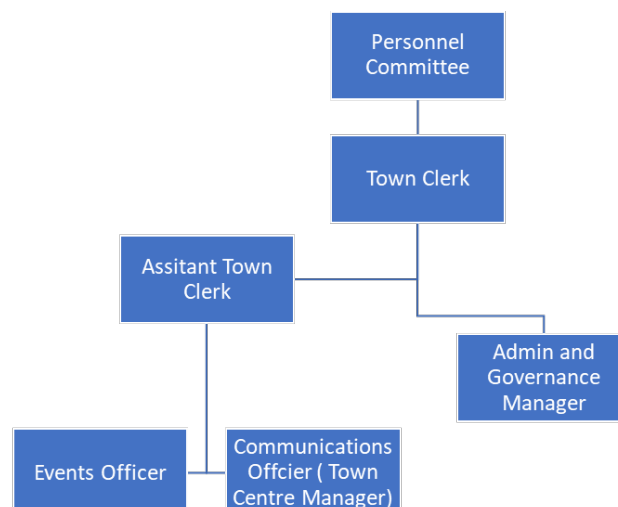
The plan is to have the following 5 roles all job descriptions are attached.

- Town Clerk
- Assistant Town Clerk
- Admin and Governance Manager
- Communications Officer (Town Centre Manager)
- Events Officer

The roles to be recruited are

- Admin and Governance Manager
- Events Officer

Below is the proposed Organisation Chart:



There are 2 further key aspects:

- All of the roles are full time. This is an increase and gives us a 28 hours of staff time per week. This was felt necessary as there will be a period of time with only 3 members of staff so there will be project work to catch up on. Also, the MTC Council Plan for the year shows the scope of the work that the Town Council aims to complete.
- The cost for all staffing will be £215,939 per annum and the budgeted amount is £207,000.
- 2021/22 spend on wages will approximately be £194,614.67 therefore this is an increase of £21,324.33.

**Recommendation:**

To approve the recruitment plan as proposed.