



# **MINUTES OF A MEETING OF THE APPOINTMENTS AND STAFFING COMMITTEE HELD ON 24th JANUARY 2024**

Present: Councillor P Turner (Chair), Councillors S Daniels, C Dean and T Jay

The Following Officers were present: Anica Goodwin (Executive Director Organisation), Jackie Noble (Head of HR and OD) and Karen Moss (Head of Active Wellbeing)

## **14 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor D Cook

## **15 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 29<sup>th</sup> March 2023 and the 14<sup>th</sup> of November 2023 were approved and signed as a correct record.

*(Moved by Councillor T Jay and seconded by Councillor C Dean)*

## **16 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **17 HR POLICIES**

Report of the Head of HR and OD, updated members regarding the updating of three HR policies namely: Recruitment and Selection, Reservist and Secondment.

**Resolved that committee**

1. Formally approved policies for immediate implementation.

*(Moved by Councillor C Dean seconded by Councillor T Jay)*

## **18 PAY POLICY 2023**

Report of the Head of HR and OD details Tamworth Borough Council's Pay Policy Statement (including the Council's pay scale) so that statutory guidance as set out in Section 38 of the Localism Act is adhered to. In addition, the Gender Pay Gap report is also included for consideration and approval.

**Resolved that Committee:**

1. Approved the Policy Statement 2023 including the Gender Pay Gap report to be presented to Full Council for adoption and publication in line with the Localism Act 2011.

*(Moved by Councillor T Jay and seconded by C Dean)*

**19 APPOINTMENT OF A TEMPORARY ACTIVE WELLBEING PROJECT OFFICER POST & ACTIVE WELLBEING ENGAGEMENT OFFICER**

Report of the Assistant Director Environment, Culture and Wellbeing. Requested permission from the Committee to create two temporary posts. The first post being a fixed term one-year temporary Active Wellbeing Project Officer and the second, a fixed term two-year temporary Active Wellbeing Engagement Officer post. The Project Officer post is funded via the UK Shared Prosperity Fund to increase levels of participation in sports and recreational activities and to improve the perception and number of users of facilities in the borough. The Engagement Officer post is funded via the Contain Outbreak Management Fund to improve and provide additional physically activity & wellbeing provision for the residents of Tamworth. Both posts will be instrumental in helping to address health inequity in the borough.

**Resolved that Committee:**

1. Agree to appoint a one-year fixed term Active Wellbeing Project Officer
2. Agree to appoint a two-year fixed term Active Wellbeing Engagement Officer

*(Moved by Councillor T Jay seconded by Councillor C Dean)*

**20 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraphs 1 and/or 2 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

*(Moved by Councillor T Jay and seconded by Councillor S Dean)*

**21 STAFFING REPORT FOR ADDITIONAL DISABLED ADAPTATIONS TEAM STAFF**

Report of the Head of Assets. To set out additions to the permanent staffing structure required for the effective and efficient delivery of disabled adaptations in Tamworth.

**Resolved that committee**

1. Approved the creation of the post

*(Moved by Councillor S Daniels seconded by Councillor P Turner)*

**22 EQUAL PAY AUDIT**

Report of the Head of HR and OD. To update members on the recent Equal Pay Audit's findings and proposed action plan.

**Resolved that Committee**

1. Endorsed the content of the report
2. Approved the proposed actions.

*(Moved by Councillor P Turner and seconded by Councillor S Daniels)*

**Chair** \_\_\_\_\_