



Minutes of the Personnel Committee held on 31<sup>st</sup> May 2022; a virtual Zoom meeting.

1. **PRESENT** – Cllrs. M. Elgin, M. Kermode (also acting as Personnel Adviser and Clerk for the Committee) and Arwel Roberts; together with the Town Clerk.
2. **ELECTION OF CHAIRMAN** – The Committee elected Cllr. Arwel Roberts as the Chairman on the basis of his being the previous ex-Mayor.
3. **APOLOGIES** – None.
4. **URGENT ADDITIONAL ITEM** – It was agreed that the meeting would discuss the operation of Coed y Brain (see item 11).
5. **DECLARATIONS OF INTEREST** – None
6. **PART 2 BUSINESS** – It was agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
7. **MINUTES** – The minutes of the meeting held on 2<sup>nd</sup> December 2021 had previously been considered and approved by the Town Council. There were no matters arising.
8. **PREVIOUS TOWN CLERK – EXIT INTERVIEW**

A structured exit interview had taken place between Cllr. Kermode and the previous Town Clerk and a report that summarised the main points had been circulated.

The overall picture was very positive. The Council was seen to be a supportive employer that worked with a clear aim of making improvements for the town's residents and businesses. There had been very positive working relationships with the Mayors and with virtually all councillors. However, there had been an issue of disharmony with an individual councillor and the Council had responded in a positive way to address this.

In terms of potential operational improvements, the main suggestion was the introduction of electronic banking which would be cost-effective and time-saving. The Council is already taking steps to introduce this.

A.R.

**TOWN CLERK – CONTRACT OF EMPLOYMENT**

The Committee considered a Contract of Employment which was based on an amalgamation of the one from the previous Town Clerk and the one from the Assistant Town Clerk/Project Officer. It was **agreed to recommend** to the Council that this be approved.

It was noted that the present working-at-home allowance was based on a sum that had been in place for several years and it needed to be reviewed later in the year.

**9. TOWN CLERK MID-TERM PROGRESS REVIEW**

The Committee had a discussion with the Town Clerk about his work and his professional development over the past 6 months. The outcomes were very positive. The job had provided a learning curve which was showing excellent progress. The CILCA course was progressing well and was providing several learning and development points. The Town Clerk particularly welcomed the support that he was receiving from a number of councillors who were ready and willing to share their knowledge and experience with him and provided direct support on a number of issues and tasks.

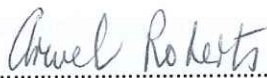
The Committee was pleased with the progress being made, especially with the CILCA course and it was noted that additional hours can be made available if the demands of the course require them.

The Committee **recommends** that the Council notes the excellent progress being made by the Town Clerk in this full-time role.

**10. COED Y BRAIN – OPERATIONS**

It is anticipated that Coed y Brain should become operational in late summer. It was therefore necessary to consider arrangements for cleaning/caretaking – opening/closing the public toilets – bookings and key holding.

After a discussion it was **agreed** that the use of external contractors provided a solution that would minimise many of the challenges that the Council may encounter from having direct employees. An online system can be used for bookings and keys can be held and made available securely on a key-safe arrangement. It was **agreed to recommend** to the Council that these arrangements be taken on board. The Town Clerk can then identify suitable external contractors and invite quotations from them for the required services.

Signed..........Cllr Arwel Roberts