

Personnel Committee

(Cllr Mike Elgin, Cllr. Mike Kermode, Cllr Arwel Roberts)

1st March 2023

Dear Councillor

Your attendance is requested at a Hybrid meeting of the **Personnel Committee on Tuesday 7th March 2023 at 6pm** in Rhuddlan Community Centre.

All members are welcome to attend. Any member (not part of the Personnel Committee) wanting to attend, please inform the Town Clerk who will make necessary arrangement with a link to Zoom if this is required.

Members of the public wishing to attend may do so by informing the Town Clerk by the 5th March so that necessary arrangements can be made.

Agenda

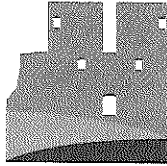
- 1. Apologies**
- 2. Declarations of Interest**
- 3. Minutes** – The Minutes of the meeting held on 25th October were considered and approved by the Town Council on 10th November.
- 4. Matters Arising** – from the minutes.
- 5. Part 2 Business** - It is recommended that in accordance with the Public 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
- 6. Staffing Matters:**
 - 6.1 Town Clerk's Contract of Employment** – to consider an updated version (copy to follow).
 - 6.2 Mid-term Review** – To consider the Town Clerk's work programme, ongoing professional development and support.

Cllr. Mike Kermode

Secretary and Adviser to the Personnel Committee

For further information contact - Stephen Wilson – Town Clerk 07775 673706

clerk@rhuddlantowncouncil.gov.uk



Cyngor Tref
Rhuddlan
Town Council

Pwyllgor Personél

(Y Cynghorydd Mike Elgin, Y Cynghorydd Mike Kermode, Y Cynghorydd Arwel Roberts)

1 Mawrth 2023

Annwyl Gyngorydd

Gofynnir i chi fod yn bresennol yng nghyfarfod Hybrid y **Pwyllgor Personél**, a gynhelir nos **Fawrth, 7 Mawrth am 6pm** yng Nghanolfan Gymunedol Rhuddlan.

Mae croeso i bob aelod fynychu'r cyfarfod hwn. Os oes unrhyw aelod (nad yw'n aelod o'r Pwyllgor Personél) yn dymuno bod yn bresennol, dylai gysylltu â Chlerc y Dref a fydd yn gwneud y trefniadau angenrheidiol gan anfon cyswllt Zoom os oes angen.

Gall aelodau o'r cyhoedd sy'n dymuno dod i'r cyfarfod wneud hynny drwy roi gwybod i Clerc y Dref erbyn 5 Mawrth fel bod modd gwneud y trefniadau angenrheidiol.

Agenda

1. Ymddiheuriadau

2. Datgan Buddiant

3. Cofnodion – Cafodd Cofnodion y cyfarfod a gynhaliwyd ar 25 Hydref eu hystyried a'u cymeradwyo gan Gyngor y Dref ar 10 Tachwedd.

4. Materion yn codi – o'r cofnodion.

5. Busnes Rhan 2 – Yn unol â Deddf Cyrff Cyhoeddus (Mynediad i Gyfarfodydd) 1960, argymhellir bod y wasg a'r cyhoedd yn cael eu cau allan o weddill y cyfarfod fel bod modd trafod eitemau y byddai rhoi cyhoeddusrwydd iddynt yn gallu rhagfarnu budd y cyhoedd oherwydd natur gyfrinachol y busnes i'w drafod

6. Materion Staffio:

6.1 Contract Cyflogaeth Clerc y Dref – ystyried fersiwn wedi'i ddiweddarau (copi i ddilyn).

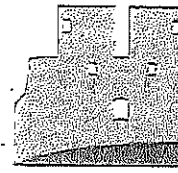
6.2 Adolygiad Canol Tymor – Ystyried rhaglen waith Clerc y Dref, datblygiad proffesiynol parhaus a chymorth.

Y Cyngorydd Mike Kermode

Ysgrifennydd ac Ymgynghorydd y Pwyllgor Personél

I gael rhagor o wybodaeth cysylltwch â Stephen Wilson – Clerc y Dref 07775 673706

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Minutes of the Personnel Committee held on 25th October 2022 in Rhuddlan Community Centre, with hybrid facilities.

1. **PRESENT** – Cllrs. Arwel Roberts (Chairman), M. Elgin and M. Kermode (also acting as Personnel Adviser and Clerk for the Committee); together with the Town Clerk.
2. **APOLOGIES** – None.
3. **DECLARATIONS OF INTEREST** – None.
4. **MINUTES** – The minutes of the meeting held on 31st May had previously been considered and approved by the Town Council on 9th June. There were no matters arising.
5. **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.
6. **STAFFING MATTER – TOWN CLERK'S APPRAISAL**

The Assistant Town Clerk/Project Officer was appointed to his temporary full-time Town Clerk post for a period that ends 31st December 2022. The Town Council will consider making the position permanent having considered the Personnel Committee's recommendations; following a suitable appraisal in the Autumn of 2022.

A framework for a structured appraisal was drawn up, agreed and pre-circulated. The framework allowed the Committee and the Town Clerk to review his competency, effectiveness and efficiency. It also provided scope to review the levels of support offered by the Council in terms of the Town Clerk's day-to-day operations and his ongoing professional development.

The Town Clerk provided comprehensive and very positive responses to the various issues raised in the framework. Committee members discussed the Town Clerk's responses with him and also raised a number of more detailed questions.

The Town Clerk then left the meeting.

MS

Having considered the Town's Clerk's responses to the initial framework and to the more detailed questions; the Committee agreed that they showed that the Town Clerk was operating in a competent, effective and efficient way. They clearly showed his aim to make a positive impact on the work of the Council.

It was therefore unanimously agreed to **recommend** to the Council that the Town Clerk's temporary full-time position be made permanent with effect from 1st January 2023.

The Town Clerk then rejoined the meeting and was informed of the Committee's decision and recommendation.

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