

Part 2 Item



Minutes of the Personnel Committee held on 1st June 2021, a virtual Zoom meeting.

1. **PRESENT** – Cllrs. M. Elgin, A. Roberts and M. Kermode (Personnel Adviser and Clerk for the Committee); together with the Town Clerk. Councillors S. Gaskin and G. Rowlands attended as observers.
2. **ELECTION OF CHAIRMAN** – Cllr. A. Roberts was elected as Chairman.
3. **DECLARATIONS OF INTEREST** – None
4. **MINUTES** – The minutes of the meeting held on 23rd February 2021 had previously been considered and approved by the Town Council.
5. **MATTERS ARISING** – The Town Clerk reported that internal communications were now more harmonious and felt that the communication policies agreed by the Council, together with the Disciplinary and Grievance policies had been beneficial.
6. **PART 2 BUSINESS** – It was proposed, duly seconded and unanimously agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following items of business because of the confidential nature of the matters being transacted.
7. **STAFFING MATTERS** – The Town Clerk reported that the Project Officer had expressed an interest in gaining the CiLCA qualification (Certificate in Local Council Administration) as part of his ongoing professional development. This course would normally cost £410. However, there is a bursary scheme which can pay for the course for Town Clerks and Deputy Town Clerks. If the Project Officer role was changed to include the Deputy Town Clerk role, there would be initial financial benefits to the Council, the provision of cover for any absences of the Town Clerk and potential succession planning benefits in the long-term.

Cllr. Kermode commented on the benefits of employer-supported training in local government. He said that as a local government officer; he had received support that had helped him to gain graduate and post-graduate diplomas in management and these had been very beneficial to him and to his employers.

Cllr. Kermode gave information on the steps needed to change the Project Officer role to be Project Officer/Deputy Town Clerk. There will be an updated job description to include the deputy role and also a requirement to achieve the CiLCA qualification. In terms of salary grading; the new role would move from being the present spinal column points 18 to 20; to spinal column points 18 to 23; that is three additional salary points in the long-term. The initial financial impact would be a payment of one accelerated increment; costing approx. £130 in a full year. Future increments would be on the usual annual basis, each April.

It was proposed and agreed **to recommend** to the Town Council that the Project Officer post be changed to Project Officer/Deputy Town Clerk, on the basis outlined above and that an application be made for a bursary for the CiLCA course.

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- 8. CODE OF CONDUCT TRAINING** – The Town Clerk reported that she had asked Denbighshire County Council's Monitoring Officer if he or a member of his team, will make a presentation about the Code of Conduct to the Town Council. This will inform and update officers and councillors. It was suggested that the Monitoring Officer be given copies of the Town Council's Disciplinary and Grievance policies because of the links that they have with the Code of Conduct.
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