

RHUDDLAN TOWN COUNCIL

CYNGOR TREF RHUDDLAN

12th August 2020

To all members of the Personnel Committee (and for all other Councillors for information).

A virtual meeting of the **Personnel Committee** will take place at 7pm on Tuesday 18th August.

Members of the public that wish to attend may do so by informing the Town Clerk by the 17th August so that necessary arrangements can be made.

AGENDA

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Urgent Matters as Agreed by the Chairperson** – Notice of items which, in the opinion of the Chairperson, should be considered at the meeting as a matter of urgency in accordance with Standing Orders.
- 4. Minutes** – The minutes of the meeting held on 16th March 2020 have previously been approved by the Town Council (copy attached).
- 5. Matters Arising** – from the minutes.
- 6. 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.
- 7. Recruitment of Project Officer** – To consider the attached document that provides draft job description, job/person specification, advertisement and timetable.
- 8. Town Clerk – Pay Grade** – To consider the attached document.

Yours faithfully,

Clbr. Mike Kermode

Clerk and Lead Adviser to the Personnel Committee

**Minutes of the Personnel Committee held on 16th March 2020
in Rhuddlan Community Centre.**

1. **PRESENT** – Cllrs. M. Elgin, A. Roberts, G. Rowlands and M. Kermode (Personnel Adviser and Clerk for the Committee); together with the Town Clerk.
2. **APOLOGIES** – None
3. **DECLARATIONS OF INTEREST** – None
4. **ELECTION OF CHAIRMAN** – It was proposed and seconded that Cllr. G. Rowlands, in his position as immediate past Mayor, be elected as the Committee's Chairman – this was unanimously **agreed**.
5. **MINUTES** – The minutes of the meeting held on 13th March 2019 had previously been considered and approved by the Town Council.
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 item of business because of the confidential nature of the matters being transacted.
7. **STAFFING MATTERS:**

7.1 TOWN CLERK – ANNUAL APPRAISAL – The Committee discussed a report on the recent appraisal meeting. This had focussed on the key elements of the Town Clerk's role and responsibilities:

- Organisation, administration and support for Council meetings and activities.
- Implementation of Council decisions.
- Information Technology.
- Awareness of local government operational and legal frameworks.
- Managing and reporting on the Town Council's budget and finances.
- Training and professional development.

The appraisal discussions had focussed on the Town Clerk's achievements and successes in the past year, the key challenges in the year and action points for the year ahead.

The overall outcome was very positive and in particular it was noted that the Town Clerk had successfully achieved the CILCA qualification and that she had been successful in obtaining external grants. The recruitment of an Assistant Town Clerk had been an important factor because this had enabled the Town Clerk to focus on implementation of Council decisions rather than day to day administrative duties, such as Council minutes etc.

It was recognised that the development of the Coed y Brain community facility adjacent to the Admiral's Playing Field will be a key challenge in the year ahead.

7.2 ASSISTANT TOWN CLERK – The Committee discussed the impact that this new role has had in the Council and all the observations were very positive. In terms of the future development of the role it was **agreed** that there would be a focus on reviews of play areas. The Town Clerk reported that the Assistant Town Clerk had a number of hours outstanding from the year's holiday entitlement because of the pressure of work. It was **agreed to recommend** to the Town Council that a payment be made in lieu of 14 hours of these outstanding holidays, at a cost of £156 – 66.

7.3 OFFICE EQUIPMENT – The Committee discussed the equipment used by the Town Clerk and the Assistant Town Clerk. Problems were identified with the Town Clerk's printer/scanner and the Assistant Town Clerk's laptop; this was the Town Clerk's old laptop which had been replaced by a more efficient model. It was **agreed to recommend** to the Town Council that a new printer/scanner be purchased or hired and that a new laptop computer be purchased for the Assistant Town Clerk.