



Minutes of the Personnel Committee held on 13th March 2019 in Rhuddlan Library.

1. **PRESENT** – Cllrs. A. Smith (Chairman), A. Roberts, G. Rowlands, and M. Kermode (Personnel Adviser and Clerk for the Committee); together with the Town Clerk. Councillor S. Gaskin also attended the meeting.
2. **DECLARATIONS OF INTEREST** – None
3. **URGENT MATTERS AS AGREED BY THE CHAIRPERSON – Clerical Assistant / Minute Clerk** - The Town Clerk reported that she had received a telephone call the day after the closing day for the receipt of applications from a person that had only just returned from holiday and wished to apply for the post. This request had been discussed with Cllr. Kermode and it was agreed to let the person send in their application form and to ask the Committee to decide whether it should be considered as part of the shortlisting process. Copies of the form had not been circulated to the councillors on the Committee, pending their decision. **It was agreed** that because of the circumstances, the late application be included in the shortlisting process.
4. **MINUTES** – The minutes of the meeting held on 11th February 2019 had previously been considered and approved by the Town Council.
5. **MATTERS ARISING** – It was reported that the job vacancy had not been advertised in the Daily Post because of the high costs of the advertisement. The vacancy had been advertised in the Rhyl Journal group of newspapers and circulated to the local principal councils and the Betsi Cadwallader Health Board.
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 **SHORTLISTING** – The Committee considered the four application forms and scored them against a framework that had been circulated before the meeting. After the joint scoring and a short discussion **it was agreed** that the all four applicants be invited for interview; namely:
 - Gloria Austerberry
 - Lynn Jones
 - J. Gail Jones-Livesey
 - Paul Smith.

Part 2 Item - Draft Minutes

7.2 – CONTRACT OF EMPLOYMENT – A copy of a draft Contract of Employment for the post of Clerical Assistant / Minute Clerk was considered. This was based on the Town Clerk's contract but with minor modifications to reflect the new post's role and the position of the Town Clerk as the post's manager. **It was agreed** to recommend to the Town Council that this Contract of Employment be approved.

7.3 – COMPUTER RESOURCES – The Committee received a report that considered the computer hardware and software required for the post of Clerical Assistant / Minute Clerk. The Council did own an old laptop but this was some 10 years old and is too slow and should be scrapped. The Council's preferred IT supplier had provided prices for a number of laptops; the most cost-effective one being a Hewlett Packard (Intel i5 processor - 4gb ram - 16gb SSD & 1,000gb hard drive – Wireless - DVD Re-Writer - 5.6" Screen - Carry Case & Mouse - Windows 10 Pro) – at a cost of £419 (excl. VAT). A copy of Microsoft Office software will also need to be installed at a cost of £189 (excl. VAT). In discussions it was noted that Town Clerk should use the new laptop and that her laptop be cleaned/serviced and used by the Clerical Assistant / Minute Clerk. It was also noted that a formal Town Council e-mail address needs to be created for use by the Clerical Assistant / Minute Clerk. **It was agreed** to recommend to the Council that the 10 year old laptop be scrapped and a new laptop and Microsoft Office software be purchased.