



Minutes of a meeting of Rhuddlan Town Council's Personnel Committee held at the Community Centre, Parliament Street, Rhuddlan on Monday 5th November 2018.

PRESENT: Cllrs. A. Roberts, G. Rowlands, A. Smith and M. Kermode (Personnel Adviser and Clerk for the Committee); together with the Town Clerk.

ELECTION OF CHAIRPERSON – Cllr. A Smith was elected as the Committee's Chairperson for 2018-19.

DECLARATIONS OF INTEREST – None

URGENT MATTERS AS AGREED BY THE CHAIRPERSON – None.

MINUTES – The minutes of the meeting held on 16th January 2018 had previously been considered and approved by the Town Council.

MATTERS ARISING – None.

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.

TOWN CLERK'S ANNUAL APPRAISAL AND CONTINUED PROFESSIONAL DEVELOPMENT – Cllrs. Rowlands and Roberts, as Mayor and Deputy Mayor, had met with the Town Clerk immediately prior to the Committee meeting to discuss the annual appraisal. The discussions had focussed on the key aspects of the Town Clerk's role and responsibilities, namely:

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

The discussions had identified the main achievements and successes in the past year, the main challenges that were being faced and a number of issues for discussion by the Committee.

The overall picture is very positive in terms of the Town Clerk's role in supporting the Council in its work and of implementing its decisions in an effective way, such as with the Fresh Air Gym, Blodeuo and the lighting of Rhuddlan Castle. She has also supported the establishment of the Dementia Steering Group, acting as its Secretary. It was clear that there is a harmonious and positive working relationship between the Town Clerk and all members of the Council. This had been most important during the past two years because of the Council's more positive and active role in the community.

In terms of training and development, the Town Clerk is in the process of completing the CiLCA course and has also enrolled on a finance course at a local college. She is also building up sound operational networks with other organisations and individuals.

The appraisal discussions highlighted a number of challenges that need to be addressed, one of these is the difficulty in balancing the hours of work with the time required to meet the increasing demands of the job and the ongoing training and development activities. The main issues to be resolved were identified as being:

- Reviewing the clerical aspects of the Town Clerk's role,
- Reviewing the operation of the Council's website,
- Upgrading the Council's photocopier,
- Providing support for the financial year-end in 2019, in connection with the operation of the Rialtas computer package,
- Providing appropriate time for continued training and development,
- Reviewing the 2017-18 leave arrangements.

The Committee agreed a number of recommendations to be made the Council in response to these issues. These recommendations will be reported to the Council by the Committee's Chairperson during Part 2 discussions at the next Council meeting.
