

RHUDDLAN TOWN COUNCIL CYNGOR TREF RHUDDLAN

27th May 2021

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 7-15pm on Tuesday the 1st June 2021; using Zoom software – the invitations will be sent out on the Tuesday morning.

Members of the public that wish to attend may do so by informing the Town Clerk by the 31st May so that necessary arrangements can be made.

AGENDA

- 1. Apologies**
- 2. Election of Chairperson**
- 3. Declarations of Interest**
- 4. 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.
- 5. Minutes** – The minutes of the meeting held on 23rd February have previously been approved by the Town Council (copy attached).
- 6. Matters Arising** – from the minutes.
- 7. 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.
- 8. Staffing Matters** – To consider a number of staffing matters, including staff training.

Yours faithfully,

Cllr. Mike Kermode

Clerk and Lead Adviser to the Personnel Committee

Minutes of the Personnel Committee held on 23rd February 2021; a virtual Zoom meeting.

1. **PRESENT** – Cllrs. G. Rowlands (Chairman), M. Elgin, A. Roberts and M. Kermode (Personnel Adviser and Clerk for the Committee); together with the Town Clerk.
2. **DECLARATIONS OF INTEREST** – None
3. **MINUTES** – The minutes of the meeting held on 8th February 2021 had previously been considered and approved by the Town Council.
4. **MATTERS ARISING**
 - The Town Clerk updated members on the situation regarding her laptop computer and emails etc. The situation had improved but the laptop needed further attention to get it back up to full speed.
 - Members discussed the Part 2 items from the previous meeting and noted that when the minutes had been considered and approved at the Town Council meeting not all councillors had been present. Because of the importance of the issues, it was **agreed** that the Town Clerk should send out a short note to all members of the Council summarising the main points.
5. **DISCIPLINARY POLICY** – The Town Council had agreed the policy in principle at its last meeting and had asked the Personnel Committee to consider it in more detail on the basis that there were certain elements that needed some fine tuning. Members discussed the policy in detail and agreed a number of changes. The Committee **recommends** that the updated version be adopted by the Town Council.
6. **GRIEVANCE POLICY** – The Town Council had agreed the policy in principle at its last meeting and had asked the Personnel Committee to consider it in more detail on the basis that there were certain elements that needed some fine tuning. Members discussed the policy in detail and agreed a number of changes. The Committee **recommends** that the updated version be adopted by the Town Council.
7. **PART 2 BUSINESS** – There were no items for Part 2 and the meeting was closed.