

RHUDDLAN TOWN COUNCIL

CYNGOR TREF RHUDDLAN

2nd October 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 5pm on Wednesday 7th October; using Zoom software.

Members of the public that wish to attend may do so by informing the Town Clerk by the 6th October 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 18th August 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 agree a short-list of applicants for interview. Copies of the Application Forms and associated documents will be circulated early next week.

Yours faithfully,

Cllr. Mike Kermode

Clerk and Lead Adviser to the Personnel Committee

Minutes of the virtual Personnel Committee held on 18th August 2020 using Zoom.

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. Councillors R. Davies and S. Gaskin attended as observers.
2. **APOLOGIES** – None
3. **DECLARATIONS OF INTEREST** – None
4. **MINUTES** – The minutes of the meeting held on 13th March 2019 had previously been considered and approved by the Town Council.
5. **MATTERS ARISING** – The Town Clerk reported that there was now no need to purchase a new laptop for the Assistant Clerk because the present laptop had been serviced and was now functioning satisfactorily. The purchase of a new printer/scanner had been delayed because of the Covid-19 lockdown but it should be resolved soon.
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. **RECRUITMENT OF PROJECT OFFICER** – The Council has agreed to recruit a Project Officer as part of the implementation of its Town Plan. Councillor Kermode had circulated a report for members that contained information about the job description, salary, hours, person specification, advertisement and a timetable for the recruitment process.

The main points being that the post will be for 65 hours a month (equivalent to 2 days a week) with a salary of £9,725 to £10,118 (the pro-rata equivalent of a full-time salary of £24,313 to £25,295). Members discussed the various documents and It was agreed that in the desirable part of the Person Specification the mention of an A level qualification in the Welsh Language be replaced with the need for a competency in communication in the medium of Welsh. It was then agreed to **recommend** to the Council that the recruitment process proceed as set out in the documents discussed by the Committee.

The recruitment timetable would be:

Week commencing 14th September – vacancy advertised in Rhyl Journal, Denbighshire Free Press and Colwyn Bay Pioneer. Also, to the principal councils in North Wales and other public bodies. Closing date for applications is Friday 2nd October.

Wednesday 7th October – Personnel Committee – shortlisting of the applications

Thursday 8th October – Shortlisting reported to Town Council.

Thursday 15th October – Zoom interviews and selection by Town Council.

- 1. TOWN CLERK – PAY GRADE** – The Town Clerk left the meeting. Cllr Kermode had circulated a report that considered the Town Clerk's pay grading. The report explained that there was the potential to re-grade the Town Clerk within the recognised LC2 pay range to take account of the additional responsibilities generated by the delivery of the Town Plan and the recruitment of a Project Officer. It was noted that any regrading would not be based on the hours worked by the Town Clerk but by the increased dimension of the role and the management of an additional officer. It was agreed to **recommend** to the Council that the Town Clerk's pay grade be moved to the higher section within LC2. Cllr. Elgin proposed that the salary should be at the lowest point in the pay grade (£16,334 for 82 hours per month), this was seconded by Councillor Roberts and agreed by all members. Progression to the new salary point will be on the appointment date of the Project Officer and the next incremental progression will be on 1st April 2021.