



Minutes of the Personnel Committee held on 29th October 2024 in Hwb Rhuddlan. Hybrid facilities were available but not requested for use by anyone.

1. **PRESENT** – Cllrs. Mike Kermode (Chairman and Personnel Adviser and Clerk for the Committee), Jackie Burnham and Val Simmons; together with the Town Clerk. Cllrs. Arwel Roberts and Bleddyn Williams attended as observers.
2. **APOLOGIES** – None.
3. **URGENT MATTERS** – The Chairman stated that there was an urgent matter relating to the national pay award and back-pay which would be discussed in Part 2.
4. **DECLARATIONS OF INTEREST** – Cllrs Burnham and Kermode made public declarations of interest relating to distant association with one of the earlier interviewees.
5. **MINUTES** – The minutes of the meetings held on 21st August and 10th September had previously been considered and approved by the Town Council. There were no matters arising.
6. **PART 2 BUSINESS** – It was proposed and **resolved** 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. STAFFING MATTERS:

7.1 Appointment of Assistant Town Clerk – The Committee noted that the person initially offered the post had since decided to withdraw for personal reasons. The Town Clerk had been asked to contact the other interviewee from the meeting on 10th September, to enquire about her availability for the post. She had replied that she was not now available for the full 50 hours per month of the post but that she was available for some limited time which could cover the running of the monthly markets. The Town Clerk offered some options where the post might be split into two parts and these were discussed in detail. Having looked at the pros and cons, members felt that there were insufficient benefits to warrant the splitting of the post and it was **resolved** to re-advertise the post in its original 50 hours per month form.

7.2 LOCALGOVERNMENT SERVICES PAY AGREEMENT 2024 – Information about the latest pay agreement had been sent to the Town Clerk, this included the updated pay scales for local government officers from 1st April 2024. The Council's contracts of employment's salaries are based on the various pay agreement scales, which means that salaries will be updated accordingly. The Pay Agreement letter asks Councils to consider the matter of back pay for any employees that left councils between 1st April and now. Members considered the case for the late ex-Assistant Town Clerk and the Town Clerk stated that back-pay for the relevant period would amount to £66. It was **agreed to recommend** to the Council that this amount of back pay be made.