



Minutes of the Personnel Committee held on 2nd December 2021; a virtual Zoom meeting.

1. **PRESENT** – Cllrs. A Roberts (Chairman), M. Elgin, M. Kermode (Personnel Adviser and Clerk for the Committee) and A. Smith.
2. **APOLOGIES** – Town Clerk.
3. **DECLARATIONS OF INTEREST** – None
4. **MINUTES** – The minutes of the meeting held on 28th October 2021 had previously been considered and approved by the Town Council.

5. MATTERS ARISING

5.1. Job Description – Members considered a draft job description for the revised role of the Town Clerk (copy enclosed below – Appendix 1). This brought together the roles and responsibilities of the present Town Clerk and those of the Deputy Town Clerk/Project Officer. It was **agreed** to recommend to the Council that this job description be adopted for the new post as from the December meeting.

5.2. Exit Interview – It was **agreed** that the Town Clerk would be offered the opportunity to have an exit interview with Cllr. Kermode before she leaves in January. This will provide the Council and the Town Clerk with the opportunity to review issues such as the Council's working environment and the experiences it offers to its employees.

6. PART 2 BUSINESS – It was agreed 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 – The Committee considered correspondence between Cllr. Kermode (Clerk to the Personnel Committee and Lead Personnel Adviser) and a councillor, in connection with the Town Council's decision on 11th November to seek clarification about the nature of communications between the councillor and Council employees.

The clarification was required because the communications appeared to make allegations of improper behaviour by the employees which could generate disciplinary

proceedings. If the allegations were unfounded then the communications had the potential to cause undue stress to the employees.

The Committee did note that the councillor was currently recovering from major surgery and they did wish her a speedy recovery. It was also noted that her present health situation was not widely known within the Council.

The Committee considered the correspondence and noted that the councillor's response to the issue was that there appeared to have been a misunderstanding and it was not her intention to make any allegations and no formal complaints were being made. She apologised if this was the way that her emails had been received.

Members accepted the statement and the apology. However, concerns were expressed that a long-serving councillor who often speaks about the problems of bullying and harassment, did not understand how her comments might be seen by other people. It was also noted that there was a long history of this style of disharmonious communication. It was hoped that the present situation and the apology would resolve things satisfactorily for the future.

It was **agreed** to recommend that the Town Council respond to the issue in the following way:

- The Council accepts the apology from the councillor and notes that no allegations against the staff were intended and that no complaint is being made.
- The Personnel Committee will maintain an ongoing monitoring of all internal communications so as to ensure that they meet the requirements of the Code of Conduct.
- Information about this case will be shared with the Monitoring Officer so that he can maintain an independent record of how it was handled by the Town Council.

Appendix 1 – Job Description approved by Personnel Committee 2nd December 2021.

RHUDDLAN TOWN COUNCIL

**TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER
(Including the role of Project Officer)**

JOB DESCRIPTION

MAIN TERMS AND CONDITIONS

1. **Salary** – The salary is pro-rata to Local Government National Joint Council (NJC) Spinal Column Points (SCP) 24 – 28; plus, a working at home allowance of £4 per working week.
2. **Place of Work** – The job is home-based but with a requirement to attend evening meetings at the Community Centre, Parliament Street, Rhuddlan and at site meetings at various locations in the town.
3. **Terms and Conditions** – Are those established by the NJC for Local Government Employees (commonly known as the “Green Book”) and adopted by the National Association of Local Councils as supplemented by local collective agreements.
4. **Hours of Work** – The hours of work are 34 per week.
5. **Holidays** – In addition to the normal bank and public holidays, 190 hours leave in each leave year, calculated as per the national holiday entitlement scheme.
6. **Period of Notice** – At least three months written notice is required on either side to terminate the employment.
7. **Period of Employment** – The employment will commence on 16th December 2021 and will run until 31st December 2022. There will be a formal appraisal in September 2022 which will enable the Council to consider the potential for a longer-term or permanent extension of the post

JOB DESCRIPTION

Statutory and Strategic

1. To carry out all the functions required by law of a Council's Proper Officer; ensuring that all statutory and other regulations and provisions governing or affecting the running of the Council are observed and met.
2. Advise the Council on, and assist in the formation of overall policies in respect of the Council's services and operations and to produce the relevant information to the Council so that it can make effective decisions on these matters.
3. To ensure that the Council meets relevant Risk Assessment and Health and Safety requirements.

4. To ensure that the Council's Standing Orders, Financial Regulations and delegation schemes are regularly reviewed and updated to meet legislation, regulations and good practice.
5. Ensure that the decisions of the Council in connection with its services and operations are carried out effectively and efficiently.
6. Be accountable to the Council for the effective management of all its resources and services and report on these matters as and when required.
7. To monitor the Council's policies and services, to ensure they are achieving the desired result and where appropriate suggest modifications.

Financial and Budgetary

1. Be responsible for all financial records of the Council and the careful administration of its finances.
2. To monitor and balance the Council's budget and accounts and produce appropriate records for audit purposes and VAT.
3. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
4. To prepare an annual budget and precept for the Council and to monitor the budget in an ongoing way with regular progress reports to the Council.

Management, Administrative and Support

1. To prepare, in consultation with appropriate members, agendas and reports for meetings or the Council; committees; sub-committees and working groups. To attend these meetings and produce minutes for approval (other than where such duties have been delegated to another person).
2. To organise meetings either on a face-to-face basis or as the host of hybrid or virtual meetings.
3. To circulate planning applications to members and to co-ordinate the Council's responses on them.
4. To maintain an awareness and knowledge of reports and other data on matters that may affect the Council's services and operations. To research and report to the Council on these matters as and when appropriate.
5. To receive and respond to correspondence and documents and to report to the Council on relevant items as and when necessary.

6. To ensure that the Council's records and files are held in a secure and suitably confidential way; including computer-based materials.
7. To provide support to the Mayor and other councillors as required in the planning and running of Civic Events; such as the Mayor's Annual Service and the Remembrance Service.
8. To process and respond to any freedom of information (FOI) requests in a professional manner; ensuring Council approval where appropriate before information is released.
9. To prepare, in consultation with the Mayor, press releases about the activities of, or decisions of, the Council.
10. To ensure noticeboards are kept up to date and to be actively involved with the content of the Town Council website, Facebook and other social media as required.
11. To act as the representative of the Council as and when required.
12. To manage the activities and performance of Council employees and report on these as necessary to the Personnel Committee and/or the Council.
13. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and role of the post.

Project Development, Management and Delivery

1. Contribute to future Town Plans through the identification and assessment of new proposals/projects.
2. Draw up meaningful action plans for the various projects.
3. Identify implementation costs and the potential ongoing operational costs of projects.
4. Identify and pursue funding packages, including external grant/sponsorship.
5. Monitor and report on progress with the action plans.
6. Engage with external contractors, key stakeholders and approved local groups to ensure successful delivery of action plans.
7. Ongoing management of certain projects; such as the Community Facility on the Admiral's Playing Field.

Continued Professional Development

1. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
2. To gain and maintain the status of qualified clerk by either holding the Certificate in Local Council Administration (CILCA) or by studying and being awarded it within a twelve-month period, with appropriate support from the Council.
3. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: membership of a professional body is encouraged (e.g. Society of Local Council Clerks).
4. To maintain and develop relevant information technology skills in software that includes word-processing, spreadsheets, presentations and e-mails.
5. To gain and share knowledge, information and good practice techniques from the membership of local and area networks of Clerks of Town and Community Councils.