



Cyngor Tref
Rhuddlan
Town Council

Minutes of the Personnel Committee held on 4th July 2024 in Hwb Rhuddlan, with hybrid facilities available.

1. **PRESENT** – Cllrs. Jackie Burnham, Mike Kermode (also acting as Personnel Adviser and Clerk for the Committee) and Val Simmons; together with the Town Clerk.
2. **APOLOGIES** – None.
3. **ELECTION OF CHAIRMAN** – It was proposed, seconded and **resolved** that Cllr. Mike Kermode will be committee chairman.
4. **DECLARATIONS OF INTEREST** – None
5. **MINUTES** – The minutes of the meeting held on 7th February 2024 had previously been considered and approved by the Town Council on 14th March. 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:**

Staff Re-Structure - The Committee noted that the Assistant Clerk had tendered his resignation and welcomed the news that he was prepared to remain in post until the end of August. The Committee then discussed potential options for a re-structure and it was agreed to **recommend** the following arrangements to the Council:

- **Change of hours** – The Town Clerk to change from 34 hours per week to 28 hours per week. The salary from this reduction of 6 hours per week to be transferred to the hours of the Assistant Clerk; providing this post with a total of 50 hours per month (up from the previous 20 hours per month). These hours are to be worked in a flexible way but with a clear recording of how they are utilised.
- **Assistant Clerk's New Role** – The additional hours will give scope for the Assistant Clerk to have a wider role and to provide shadowing for the Town Clerk. This will provide effective operational cover on those occasions when the Town Clerk might be absent from holidays of illness. The job roles will include those already undertaken, such as meeting minutes and inspections of play equipment. They will now include organising/supporting Council events, running 50% of Community Markets and the Mayor/Deputy Mayor's social calendar. Training and

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support will be provided with the operation of the Rialtas finance/payments system and with relevant elements of the CiLCA syllabus.

- **Recruitment Process** – That the Personnel Committee be given full powers to recruit for the new post. This includes job description, skill/experience requirements, advertising, short-listing and interviews with selection/appointment. Members who are not on the Personnel Committee will be able to offer their input on matters such as skill/experience requirements and suggest potential open questions for the interviews.

8. COMPLAINTS PROCESS

The Committee discussed a number of communications that had taken place between the Town Clerk, DCC Monitoring Office and a Town Councillor. It was agreed that the matter needed to be raised at the next meeting of the Town Council.