



Minutes of the Personnel Committee held on 7th February 2024 in Rhuddlan Hwb with hybrid facilities.

1. **PRESENT** – Cllrs. Mike Kermode (Mayor and Personnel Adviser), Val Simmonds (Deputy Mayor) and Mike Elgin (Immediate Past-Mayor) together with the Town Clerk.
2. **APOLOGIES** – None.
3. **APPOINTMENT OF CHAIRPERSON** – Cllr. Mike Elgin was appointed in his position as Immediate Past-Mayor.
4. **DECLARATIONS OF INTEREST** – None
5. **MINUTES** – The minutes of the meeting held on 7th March 2023 had previously been considered and approved by the Town Council on 9th March 2023. There were no matters arising.
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:

7.1 – Town Clerk's Review – The committee and the Town Clerk did a review of his work programme for the past year and for the months ahead. This also included discussions about his ongoing professional development.

The review was carried out in a structured way covering the key competencies:

- Legal
- Members' roles and support
- Finances
- Planning
- Information technology
- Effectiveness and efficiency
- Day-to-day support
- Professional development.

The overall outcomes were extremely positive with many examples of good work being seen in all of the areas that were discussed. The Committee

commended the Town Clerk for his excellent work and praised his development in the role over the past 12 months.

The Town Clerk said he that found the work very rewarding and that he welcomed the support and co-operation that he received from the members, especially the small team that had been given responsibility for the development of the Hwb and the wider development of the Admiral's Playing Field. He also commented on the high levels of trust and confidence between him and members of the council.

Cllr Kermode reminded members that the Town Clerk had come from a business/project background, rather than a local government officer background. His capacity to quickly learn the role and skills of being a Town Clerk over a short period of time was a point that the Council would need to remember, when a new Town Clerk needed to be recruited sometime in the future.