

24th April 2024

Dear Councillors,

You are hereby summoned to attend a meeting of the Staffing Committee of Caldicot Town Council in Caldicot Town Council, Castlegate Business Park to be held on Tuesday 30th April 2024 at 1.00 p.m.

Yours sincerely,



Anne Wilson
Locum Town Clerk to the Council

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Agenda

1. Welcome

The Chairman will welcome everyone to the meeting.

2. Apologies for Absence

Members are asked to receive apologies of absence for this meeting.

3. Declarations of Interest

Members are asked to receive declarations of interest under consideration on this agenda in accordance with Part III of the Local Government Act 2000 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

4. Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written response. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

5. Minutes

Members are asked to confirm the minutes of the meeting of the Personnel Committee held on Thursday 4th April 2024.

Copy attached Appendix A

6. Complaints Policy

Members are asked to consider the attached draft Complaints Policy and agree the way forward.

Copy attached Appendix B

7. Date of next meeting

Members are asked to note that the next meeting of the Personnel Committee of Caldicot Town Council will be scheduled when required.

8. EXCLUSION OF PUBLIC AND PRESS

RECOMMENDED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

COMMITTEE IN PRIVATE SESSION

9. Staffing Matters

Members are asked to consider and note the attached report in relation to the following items and agree the way forward:

- i) Time in Lieu
- ii) Recruitment of Town Clerk
- iii) Recruitment of Administration Assistant
- iv) Staffing at the Town Council Offices and Community Centre, Sandy Lane

Copy attached Appendix C