



22 May 2025

Dear Councillors,

You are hereby summoned to attend a **Meeting of Personnel Committee** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on:
Tuesday, 27 May 2025 at 10.00am

The meeting will be conducted in a Hybrid fashion both at the Council Offices and remotely online through Microsoft Teams. This is carried out in accordance with the Local Government and Elections Act (Wales) 2021. If anyone wishes to access the meeting remotely via Microsoft Teams, they can do so by emailing the Town Council Office for the login details by 9-00am on the day of the meeting

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Tredwin', is written over a light blue horizontal line.

Mark Tredwin
Town Clerk to the Council

Agenda

- 1. Welcome**
The Previous Chair will welcome everyone to the meeting.
- 2. To Elect a Chair and Vice Chair of the Committee**
- 3. Apologies for Absence**
Members are asked to receive apologies of absence for this meeting.
- 4. Declarations of Interest**
Members are asked to receive Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.
- 5. 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.

6. Minutes

Members to agree the minutes from the last Personnel Meeting on 7 May 2025

7. To agree Terms of Reference

Members to consider Terms of Reference for the Personnel Committee provided to the Full Council on 21 May 2025

8. To consider a letter from a member of staff

To consider a letter that's has been sent to the Mayor for sharing with the Personnel Committee.

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.*

9. To consider a policy that the Clerk has Drawn up for introduction

The clerk is proposing that a new Policy be introduced for Staff and visitors to Council Buildings

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.*

10. To receive an update on the recruitment of a temporary member of Staff

Following a recent Full Council Resolution members are to be updated on the recruitment of a temporary member of staff.

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.*

11. Members to be updated on a staffing absence

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.*

12. Date of Next Meetings

Members are asked to note that the next meeting of **Full Town Council** is scheduled to be held on

13. EXCLUSION OF PUBLIC AND PRESS

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the

meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

14. Agenda item 8 - To consider a letter from a member of staff

To consider a letter that's has been sent to the Mayor for sharing with the Personnel Committee.

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.*

15. Agenda item 9 - To consider a policy that the Clerk has Drawn up for introduction

The clerk is proposing that a new Policy be introduced for Staff and visitors to Council Buildings

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.*

16. Agenda item 10 - To receive an update on the recruitment of a temporary member of Staff

Following a recent Full Council Resolution members are to be updated on the recruitment of a temporary member of staff.

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.*

17. Agenda item 11 - Members to be updated on a staffing absence

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.*