

Minutes of a meeting of the Staffing Committee of Caldicot Town Council in Caldicot Town Council, Castlegate Business Park to be held on Thursday 4th April 2024 at 10.00 a.m.

Present: Cllr. M. Mitchell – Chairman
Cllr. W. Conliff
Cllr. A. Easson
Cllr. G. Owen
Cllr. F. Rowberry
Cllr. P. Strong

Also present: Anne Wilson Locum Town Clerk
Cllr. J. Woodfield - observer

P31/2023 Welcome

The Chairman welcomed everyone to the meeting...

P32/2023 Apologies for Absence

RESOLVED to note that there were no apologies of absence for this meeting.

P33/2023 Declarations of Interest

RESOLVED that there were no 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.

P34/2023 Public Question Time and Participation

There were no members of the public present.

P35/2023 Minutes

RESOLVED to confirm the minutes of the meeting of the Personnel Committee held on Tuesday 19th March 2024.

P36/2023 Staff Training

Members noted that Lucy will be attending an Allotment Management: Tenancy, Agreements and Policies Course by Zoom on Thursday 4th April 2024 for 1 ½ hrs run by the SLCC at a cost of £35 + VAT.

P37/2023 Date of next meeting

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

P38/2023 Disability Confident Employer Scheme

Members were asked to conder Caldicot Town Council becoming a Disability Confident Employer Scheme - GOV.UK (www.gov.uk).

Following discussion, it was **RESOLVED** that Caldicot Town Council will sign up to become a Disability Friendly Employer and would be happy to accept work experience and student placements.

P39/2023 EXCLUSION OF PUBLIC AND PRESS

RESOLVED 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

P40/2023 Staffing Matters

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

- i) Recruitment of Town Clerk

Members **RESOLVED** to accept and agree the revised Job Description and Person Specification.

Members further **RESOLVED** that they would advertise through the Job Centre in Caldicot, the SLCC for two weeks which included social media, through One Voice Wales and the County Associations in England near the Seven Bridge.

The following timetable was agreed:

- Closing date for applications 12 noon on Friday 26th April 2024
- Shortlisting and Interview date to be agreed.

- ii) Recruitment of Administration Assistant

Members noted that there had been some applications received for the post of Administration Assistant and **RESOLVED** that shortlisting would take place after this meeting.

RESOLVED that the interviews would be held on Thursday 18th April 2024 and would include an administrative exercise.

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- iii) Staffing at the Town Council Offices and Community Centre, Sandy Lane

RESOLVED that the Job Description discussed be agreed subject to the gardening element being removed, the maintenance of the new Community Garden to be discussed at a later date.

Further **RESOLVED** that this role be for a minimum of 18 hours per week with a salary of FTE £22,366 pro rata for 18 hours per week.

Members agreed that this was the minimum numbers per week and that they would be given their hours on a weekly basis noting that flexibility was needed in this role to meet the needs of the Council.

The Locum Clerk raised her concern about the salary point of another member of staff in relation to the salary put on the Facilities Assistant role and it was agreed that the appraisal process was the correct place for this to be looked at, the next round of appraisals taking place in May 2024.

Signed **Date**

Chairman