

Minutes of a meeting of the Personnel Committee of Caldicot Town Council in Caldicot Town Council offices, held on Friday 21 March 2025 at 12.30pm

Present: Cllr. M. Mitchell – Chair
Cllr. J. Higginson
Cllr. P. Strong
Cllr. W. Coniff
Cllr G Owen
Cllr F Rowberry

Also present: M Tredwin – Town Clerk

Members of the Public
Cllr J Woodfield
Cllr R Grumbach
One member of the press

P57/2024-25 Welcome

The Chairman welcomed everyone to the meeting.

P58/2024-25 Apologies for Absence

RESOLVED to receive apologies of absence for this meeting from: Cllr

Cllr A Easson

P59/2024-25 Declarations of Interest

RESOLVED to note 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.

P60/2024-25 Public Question Time and Participation

Cllr Grumbach asked a question about a complaint and was advised to put the question into writing so that a written response could be provided.

P61/2024-25 Minutes

RESOLVED to confirm the minutes of the meeting of the Personnel Committee held on Thursday 22 November 2024.

The Committee Resolved to move the session into exempt matters and members of the public and

the press were asked to leave.

P62/2024-25

Exempt Agenda Item 11.i Probation updates

The Town clerk updated the members of the committee on the probation appraisals of two members of staff. Confirming that in line with the delegated authority of the Town Clerk, both members of staff had in his opinion successfully completed their Probation periods.

Discussions followed on the role of employee no 17 and the way in which their role would be increasing over the coming year. It was agreed that from the 1st of April 2025 they would be moved to SCP 5 and that in-line with discussions at a meeting when their initial employment was considered their hours would increase from 18 hours per week to 24 hours per week.

- a. Members to **NOTED** the report and **RESOLVED** the permanent appoint of two members of staff, employees 16 and 17. Proposed Cllr Rowberry, Seconded Cllr Owen
- b. Members **RESOLVED** that employee No. 17 be moved to SCP level 5 from 1 April 2025 and from 18 hours per week to 24 hours per week. Proposed Cllr Owen, Seconded Cllr Coniff
- c. Members **RESOLVED** that all staff Appraisals should be carried out in February/March Each year. Proposed Cllr Strong, Seconded Cllr Owen

Members agreed to move **Exempt Agenda Item 13** forward at this point in the meeting.

12-53 The Town Clerk left the meeting and Cllr Strong took over minuting.

The Mayor reported that she and the Deputy Mayor had carried out the Clerk's appraisal. They had taken forward comments from a range of people and used these comments to ask questions at the appraisal. It was noted that this was the longest and most detailed appraisal that they had experienced and had been very time consuming. The role of the Staff Liaison Officer and the failure to use that person was noted.

All sections of the Appraisal form were noted and discussed.

It was **Resolved** that the Clerk's permanent appointment be approved and taken to Full Council for Formal Ratification. Proposed Cllr Strong, Seconded Cllr Rowberry

Cllr Rowberry left the meeting at **1-30pm**

The Town Clerk returned at 1-45pm

P63/2024-25

Exempt Agenda Item 11.ii Cover for Staff

Members discussed the various issues that arise when certain staff are absent. These issues sit around engaging suitable cover for the period when they are on leave. A number of different possibilities were arrived at including the possibility of entering into an agreement to cover the opening and the closing of the Cemetery Gates during the weeks.

- a. Members **RESOLVED** that the Town Clerk is delegated authority to engage someone to open and close the gates at the Cemetery inline with the proposal in the report and to investigate possible solutions to cover other positions, bringing these solutions back to the Personnel committee for their consideration. Proposed Cllr Strong, Seconded Cllr Coniff

P64/2024-25

Exempt Agenda Item 12 Role of Staff Liaison Councillor

Members were informed that whilst the Staff Liaison Councillor had been created, this position had not been formally put into Policies and procedures of the Town Council. Councillors discussed that this was not ideal and that it would be a good idea to ensure that this was done thereby bringing about clarity to the role.

- a. Members **RESOLVED** that the Clerk work with the appointed Staff Liaison Councillor to ensure that the role is included in all appropriate Council Policies and documentation. Proposed Cllr Strong, Seconded Cllr Owen

Signed..... Date

Chairman