

CALDICOT TOWN COUNCIL

Minutes of Personnel Committee held at 9.15am on Thursday 4th July 2019 at Caldicot Town Council

Present: Cllrs D Evans, Chair; A Easson, O Edwards, R J Higginson, F Rowberry
[In attendance: Clerk/RFO]

1 Apologies

Apologies were received from Cllrs W Conniff and M Mitchell.

2 Declarations of Interest

There were no declarations of interest.

3 To Consider addition to Standing Order 3m page 9 [b/f TC 27.3.19, TC 24.4.19]

'Members are not permitted to use personal electronic items'

The Committee considered Standing Order 3m page 9, brought forward from Town Council meeting 24th April 2019, for further clarification.

It was recognised that electronic devices were widely used and that the matter related to recording of business.

Personnel Committee recommended clarification of SO 3m page 9:

'Members are not permitted to use personal electronic items for recording purposes'

4 Resolved – Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:

Personnel Committee received details of staff salary points, completed probationary period and completion of qualification.

The Committee commended and recognised the work of town council staff.

- 1) Personnel Committee recommended an incremental increase for Communications Assistant/Office Administrator [SCP 5] from 1.8.19.**
- 2) Personnel Committee recommended an incremental increase for Deputy Clerk/RFO [SCP 29] from 1.8.19.**

The Clerk was requested to leave the meeting.

- 3) Personnel Committee recommended an incremental increase for Clerk/RFO [SCP42] from 1.8.19.**

The Clerk returned to the meeting.

- 4) Personnel Committee recommended delegated powers to Clerk/RFO to arrange temporary cover, when required, for post of cleaner.**