

**Minutes of a meeting of the Staffing Committee of Caldicot Town Council in Caldicot Town Council offices, held on Thursday 22 November 2024 at 10.00am**

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

**Also present:** M Tredwin – Town Clerk

**P50/2024 Welcome**

The Chairman welcomed everyone to the meeting.

**P51/2024 Apologies for Absence**

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

None given

**P52/2024 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.

**P53/2024 Public Question Time and Participation**

There were no public questions.

**P54/2024 Minutes**

**RESOLVED** to confirm the minutes of the meeting of the Personnel Committee held on Thursday 25 July 2024.

The Committee Resolved to move the session into exempt matters

**P56/2024 Staffing Report**

The Town clerk informed the members on a number of matters relating to staffing. This included a discussion on the suitability of the current Human Resource suppliers. It was felt that over the past

nine months the support from the current provider had not been of a great deal of help to either staff or members.

Members were also updated on the a staffing issue that the clerk had to deal with. He provided information on the way in which the matter had arisen and how it had now been resolved. He also updated members on the current situation regarding current Staff's Contracts of employment.

The Town Clerk was very pleased to report that the Administration Officer (this was confirmed would be her official title) has had a very good year during what have at times been very trying circumstances for both staff and members. This has started to settle but there will be small issues relating to the first eight months will continue to raise their heads.

Members were advised that the successful completion of their appraisal means that the Administration Officer will have SMART targets and training where appropriate to assist them with their role at the council. The clerk had no hesitation in recommending that the Admin Clerk be moved up one pay spine point in line with what had previously been agreed and that upon completion of their ILCA they would obtain a further point progression from that date.

- a. *Recommend that the Clerk should investigate alternative HR suppliers to look at our current HR policies with a view to obtaining support fit for purpose and which can offer support to both Councillors and Staff.*
- b. *Committee – Noted the verbal report brought to them on staffing matters and supported the clerk in the manner of his resolution.*
- c. *Committee noted the report on the Administration Officers Annual appraisal that should have been completed by May 2024. They agreed the Movement from the temporary SCP point to the one above effective from 1 April 2024 and that upon successful completion of ILCA they would then move up one further point with Immediate effect.*

**Signed..... Date .....**

**Chairman**