



Caldicot Town Council
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Minutes of a Meeting of the Personnel Committee of Caldicot Town Council in Caldicot Room Suite 3, Castlegate Business Park to be held on Tuesday, 19th March 2024 at 9:30 a.m.

Present: Cllr. M. Mitchell – Chair
Cllr. W. Conniff
Cllr. A. Easson
Cllr. J. Higginson
Cllr. G. Owen
Cllr. F. Rowberry

Also present: Anne Wilson Locum Town Clerk

P21/2024 Welcome

The Chair welcomed everyone to the meeting to the meeting and said that the main point of the meeting today was to consider the applications for the post of Town Clerk after the shortlisting last week.

P22/2024 Apologies for Absence

RESOLVED that Members received apologies of absence for this meeting from:

- Cllr. P. Strong – Council commitment

P23/2024 Declarations of Interest

RESOLVED to receive the following declaration 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:

- Cllr. A. Easson – Personal and Prejudicial Interest – Appointment of the Town Clerk

P24/2024 Public Question Time and Participation

There were no members of the public present.

P25/2024 Minutes

Members deferred the item to confirm the minutes of the meeting of the Personnel Committee held on Wednesday 21st February 2024

P26/2024 Disability Confident

Members deferred the item to consider the attached paperwork about disability confident and whether they would like to be part of this scheme until the next meeting.

P27/2024 Date of Next Meeting

RESOLVED to note that the next meeting of the Personnel Committee of Caldicot Town Council will be held on Wednesday 4th April 2024 at 10 a.m.

P28/2024 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

P29/2024 Appointment of Town Clerk

RESOLVED that following lengthy discussion about the applications received following the shortlisting and further scrutiny that no applicant be interviewed.

Members agreed that no applicant met the full Person Specification or had the necessary experience of a large Town Council felt to be needed to carry out the role of Town Clerk in Caldicot.

Members further considered the role of Town Clerk and RFO and how they could attract applicants to fulfil the role as per the needs of the Council.

Following lengthy discussions Members **RESOLVED** to recommend to Full Council that the Town Council advertise for a full-time Town Clerk role and also look at full-time Deputy Town Clerk / RFO role.

Subject to agreement at Full Council the Locum Town Clerk would write a Job Description for a Town Clerk role and also that of a Deputy Town Clerk/RFO role, noting that the Council already had a Deputy Town Clerk

P30/2024 Staffing at Town Council Offices

- i) Members noted the update from the Town Clerk on the way forward with regard to staffing at the Town Council Offices.
- ii) Engagement of HR Assistance

RESOLVED that Caldicot Town Council employ the services of The HR Department at a cost of £100 + VAT per hour to guide the Council through the necessary processes.

Signed Date
Chairman



disability

confident



Disability Confident is encouraging employers to think differently about disability and take action to improve how they recruit, retain, and develop disabled employees.

The scheme supports employers by providing them with the knowledge, skills, and confidence they need to successfully employ and make the most of the talents disabled people can bring to the workplace.



you're in good company



unlocking potential



positive about disability



great minds think differently



Sign up at:
www.gov.uk/disability-confident
 or complete one of our sign-up forms

Disability Confident aims to help your business by:

- Increasing understanding of disability and creating a disability inclusive workplace.
- Saving time and money on recruitment and training by employing loyal and skilled disabled people and reducing staff turnover.

Why become Disability Confident?

Attracting, retaining, and valuing disabled employees and those with long-term health conditions can benefit your business by:

- Discovering an untapped talent pool – recruiting from a huge resource of people who want to work.
- Accessing high-quality staff who are skilled, loyal, highly motivated and hard-working.
- Creating an inclusive workforce that reflects the diverse range of customers it serves and the community in which it is based.
- Improving your reputation by demonstrating your commitment to fair employment practices.
- Supporting your disabled employees and showing you are committed to them.
- Enhancing your culture and giving your employees another reason to be proud to work for you.

Why is joining the scheme and understanding more about disability important?



1 in 3 working age people have a long-term health condition – lasting or expected to last 12 months or more.¹



8% of the working-age population report having a severe disability.¹



1 in 5 report as having a disability – a long-term health condition that affects day-to-day activities.¹



13% of disabled people report a hearing impairment in the UK, which is 1.9m of disabled people.²



Why join the Disability Confident Scheme?

What will I get from joining the scheme?

- Guidance and support to help you better understand how to remove barriers to employment.
- Best practice case studies, webinars, and videos to learn from.
- An accreditation certificate valid for 3-years and badge to use on your website, social media and in recruitment. This provides a signal that you are a disability inclusive employer and gives you the opportunity to promote your scheme membership.
- Information about support including financial support available to disabled people in the workplace through Access to Work.

Signing up to the Disability Confident scheme means:

Adopting the Disability Confident commitments:

1. Ensure your recruitment process is inclusive and accessible.
2. Communicate and promote vacancies via a range of channels.
3. Offer an interview to disabled people if they meet the minimum criteria.
4. Anticipate and provide reasonable adjustments where required.
5. Supporting any existing employees who acquire a disability or long-term health condition, enabling them to stay in work.



Are you missing out on the spending power of disabled people?

The spending power of disabled people and their families is estimated at

£274 billion a year.³



You are also expected to provide disabled people at least one or more of the following opportunities as part your membership:

- Work experience
- Apprenticeships
- Paid employment
- Job shadowing
- Work trial
- Student placements
- Internships
- Traineeships
- Sector-based work academy placements

Progressing on your disability confident journey

You will need to renew your Committed membership after 3-years or consider taking the opportunity to progress to Employer (Level 2). You can progress up the levels of the scheme at any time, to Employer and even Leader.



Sign up at:
www.gov.uk/disability-confident

DCLEAFLETENG (01/23)

1. www.gov.uk/government/statistics/the-employment-of-disabled-people-2021/the-employment-of-disabled-people-2021
2. Family Resources Survey: financial year 2019 to 2020 – GOV.UK (www.gov.uk)
3. Source: Scope's analysis based on Household Below Average Income (2017 to 18)