

**Minutes of a meeting of the Personnel/Staffing Committee of Caldicot Town Council in Caldicot Town Council, Castlegate Business Park held on Tuesday 30th January 2024 at 10.00 a.m.**

**Present:** Cllr. M. Mitchell – Chairman  
Cllr. W. Conniff  
Cllr. F. Rowberry

**Also present:** Anne Wilson Locum Town Clerk  
Cllr. J. Woodford

**P1/2023 Welcome**

The Chairman welcomed everyone to the meeting and confirmed that Cllr. Woodford was an observer only at the meeting.

**P2/2023 Apologies for Absence**

**RESOLVED** to receive apologies from:

- Cllr. A. Easson – attendance at Monmouthshire CC meeting
- Cllr. P. Strong – attendance at Monmouthshire CC meeting

**P3/2023 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.

**P4/2023 Public Question Time and Participation**

There were no members of the public present.

**P5/2023 Minutes**

**RESOLVED** to confirm the minutes of the meeting of the Personnel Committee held on Tuesday 12<sup>th</sup> December 2023.

**P6/2023 Staff Training**

The Locum Town Clerk reported that it is good practice to allow members of staff who are undertaking training to assist them with their role to be given study leave. It was stated that there was not objection at all to study leave but a concern about the additional workload upon their return to work. It was noted that there were online events as well as self-study to carry out these courses. It is noted that there is a year to complete each course once someone has signed up to do it.

**RESOLVED** to agree that three days study leave be given for ILCA and five days study leave be given for CILCA to the Deputy Town Clerk and the Communications, Media, and Administrative Officer at the appropriate time to enable them to complete the two qualifications already agreed by the Council.

#### **P7/2023 Date of next meeting**

**RESOLVED** to note that the next meeting of the Personnel Committee of Caldicot Town Council will be held on Wednesday 21<sup>st</sup> February 2024 at 10 a.m.

#### **P8/2023 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**

#### **P9/2023 Recruitment of Town Clerk**

Members were asked to consider the schedule and timetable for the recruitment of the Town Clerk.

**RESOLVED** to confirm the following:

i) That One Voice Wales (OVW) will:

- Prepare a draft job advertisement and co-ordination of its circulation £220 (The Town Council would fund the costs of advertising in selected media).

Due to the difficulty in recruitment of Clerks asking OVW to put together an advert is a good idea given their extensive experience of the market.

Members agreed apart from the places suggested by One Voice Wales – County Councils (including a few in England), all Town and Community Councils in Wales, Ad Warrior that the advert goes on the SLCC Website and that the Clerk sends the advert out to the local branches of the SLCC including over the border into England.

- Prepare the guidelines for the Chair of the Shortlisting and Recruitment Panel ensuring full compliance and equality law £27.

ii) The Locum Town Clerk will carry out the following:

- Supply a person specification and job description for approval by the Personnel Committee asap
- Provide a suitable application form
- Act as the main point for issue and receipt of application forms
- Provide a set of questions and written exercises for the shortlisting panel to agree
- Prepare application packs for Members of the Recruitment Panel
- Attend shortlisting panel meeting
- Obtain references – where possible before the interviews

- Attend the interviews, acting as an advisor to the panel and manage the process on the day
- Contact unsuccessful candidates
- Manage the whole process of recruitment

iii) Also, Members agreed:

- That the role be 37 hours per week not 35 per week as previously and also that the option be given for some home working (this may attract applicants from a wider area)
- To appoint a Recruitment Panel – to be confirmed at the next meeting
- A timetable for recruitment:

Job Advert – to be placed as soon as possible

Closing Date – Friday 8<sup>th</sup> March 2024

Shortlisting – all the Personnel Committee – Wednesday 13<sup>th</sup> March 2024

Interviews – Wednesday 27<sup>th</sup> March 2024 - in the Conference Room and adjacent room

- Agreed the interview process including written exercises
- Agree how Members will be kept up to date on the process – Members of the Personnel Committee will be kept updated by e mail where possible

### **P10/2023 Staffing at the Town Council Offices and Community Centre, Sandy Lane**

Lengthy discussion was held about the future staffing needs of the Community Centre, the future needs of the building, legal requirements, the health and safety needs of the building and the community expectations going forward with the refurbished building.

**RESOLVED** that the Locum Town Clerk meet with the current cleaner of the building.

Further **RESOLVED** that further discussion be held at the meeting of the Personnel Committee due to be held on Wednesday 21<sup>st</sup> February 2024.

The Chairman bought up the following item:

Discussion had been held previously that the office could benefit from an additional administrator to work one or two days per week, perhaps within school hours, to assist with the administration in the office. Members agreed with this but needed to understand what the role is and the salary that should be attached to such a role. The Locum Town Clerk would speak with the Deputy Town Clerk and the Administrator, Social Media and Communications about their role to be brought for further consideration.

Signed ..... Date .....

**Chairman**