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**Caldicot Town Council**  
**Temporary Address: Caldicot Room Suite 3,**  
**Castlegate Business Park, Caldicot Road, Caldicot, NP26 5YR**  
**Tel: 01291 420441 Email: town council@caldicottc.org.uk**

**Minutes of a Meeting of Personnel Committee of Caldicot Town Council held in Caldicot Room Suite 3, Castlegate Business Park to be held on Wednesday, 21<sup>st</sup> February 2024 at 10:00 a.m.**

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

**Also present:** Anne Wilson Locum Town Clerk  
Cllr J Woodfield

**P11/2024 Welcome**

The Chair welcomed everyone to the meeting.

**P12/2024 Apologies for Absence**

**RESOLVED** to note that there were no apologies of absence for this meeting.

**P13/2024 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.

**P14/2024 Public Question Time and Participation**

There were no members of the public present.

**P15/2024 Minutes**

**RESOLVED** to confirm the minutes of the meeting of the Personnel Committee held on Tuesday 30th January 2024

**P16/2024 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**

**P17/2024 Appointment of Town Clerk**

**RESOLVED** that Members received an update from the Locum Town Clerk on the appointment of the new Town Clerk.

**RESOLVED** that Members confirmed the Job Specification, Job Description and Application Form for the post of Town Clerk.

Members confirmed that all Committee members would be involved in the shortlisting.

**P18/2024 Staffing at the Town Council Offices**

**RESOLVED** that Members noted the updates given by the Locum Town Clerk about matters relating to staffing and instructed the Town Clerk on how to move matters forward.

**P19/2024 Administration Assistant**

The Locum Town Clerk updated Members on the appointment of an Administration Assistant.

Following discussion Members **RESOLVED** to appoint a 16 hours per week part-time Administrative Officer for a fixed term of three months.

Further **RESOLVED** that the Town Clerk put together a Job Description based on the needs identified by the staff and also agreed by the Committee. The appointment would be put on the Full Council Agenda for confirmation.

**P20/2024 Any Other Staffing Matter**

There were no other staffing matters discussed at the meeting.

Members raised the matter of appointing contractors but not always having the opportunity to meet with them, discuss their contract, any issues from either side and any future liabilities.

**RESOLVED** that the Locum Clerk set up meetings with the contractors.

Further **RESOLVED** that Cllr. Mitchell, Cllr. Rowberry, Cllr. Conniff and Cllr. Owen, the Locum Clerk and Deputy Clerk meet with the contractors.

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](http://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.<sup>1</sup>

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**8%** of the working-age population report having a severe disability.<sup>1</sup>

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

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**13%** of disabled people report a hearing impairment in the UK, which is **1.9m** of disabled people.<sup>2</sup>





## Why join the Disability Confident Scheme?

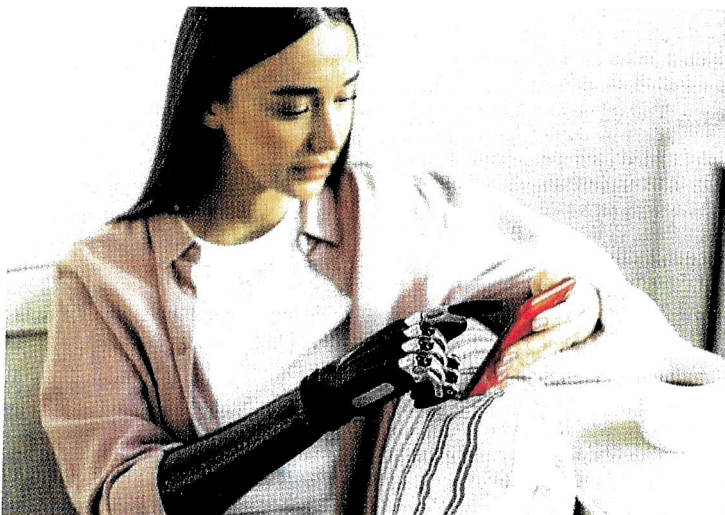
### What will I get from joining the scheme?

- 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.

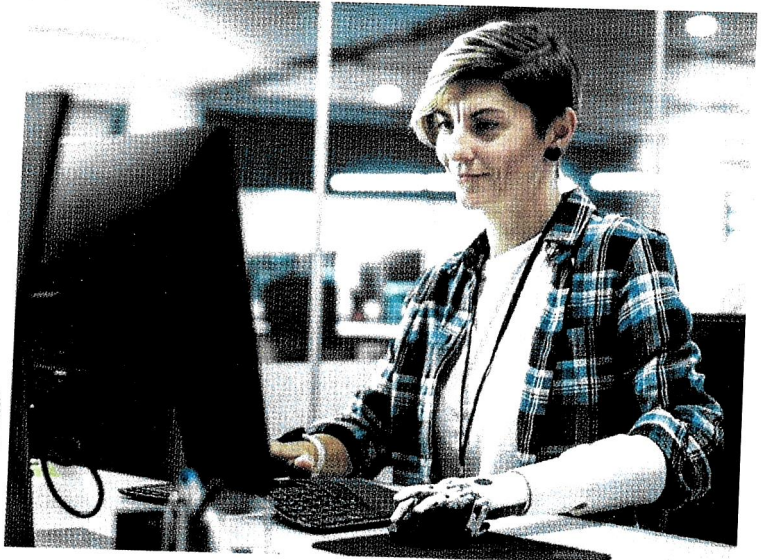
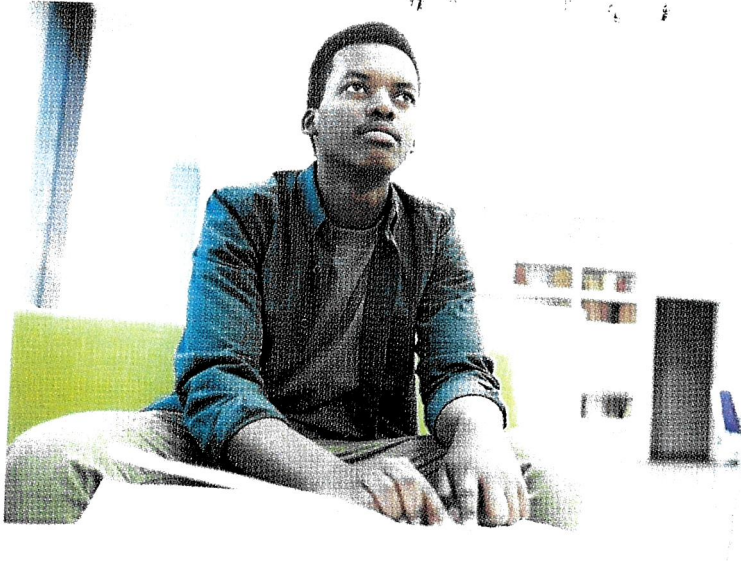


### Are you missing out on the spending power of disabled people?

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

**£274 billion a year.<sup>3</sup>**





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](http://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](http://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](http://www.gov.uk))
3. Source: Scope's analysis based on Household Below Average Income (2017 to 18)