

Minutes of a Meeting of the Personnel Committee of Caldicot Town Council in Caldicot Room Suite 3, Castlegate Business Park held on Wednesday 19th June 2024 at 10 a.m.

Present: Cllr. M. Mitchell – Chair
Cllr. W. Coniff
Cllr. J. Higginson
Cllr. F. Rowberry
Cllr. P. Strong

P09/2024 Welcome

The Chair welcomed everyone to the meeting.

P10/2024 Apologies for Absence

RESOLVED to receive apologies of absence for this meeting from:

- Cllr. A. Easson – personal commitment
- Cllr. G. Owen - unwell

P11/2024 Election of Chairman

RESOLVED to elect Cllr. M. Mitchell as Chairman of the Personnel Committee for the ensuing municipal year.

P12/2024 Election of Vice-Chairman

RESOLVED to elect Cllr. F. Rowberry as Vice-Chairman of the Personnel Committee for the ensuing municipal year.

P13/2024 Declarations of Interest

RESOLVED to note that there were no Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.

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 following meetings:

- i) Personnel Committee held on Wednesday 15th May 2024
- ii) Personnel Committee held on Thursday 23rd May 2024

P016/2024 Date of Next Meeting

RESOLVED to note that the next meeting of the Personnel Committee will be held on Thursday 26th June 2024 at 2 p.m.

P17/2024 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

P18/2024 Staffing Matters

RESOLVED to note that members considered the following:

- i) Staffing Report
- Appointment of the Town Clerk

RESOLVED that Members noted that the new Town Clerk has confirmed that he is able to commence employment at the Town Council on Monday 2nd September 2024 and discussed other matters.

- Confirmation of the Post of Deputy Town Clerk and RFO

Members received an update on the post of Deputy Town Clerk and RFO and agreed a start date for the new role to meet the needs of the Town Council.

Further **RESOLVED** that Cllr. W. Coniff and the Locum Town Clerk would meet with the post holder.

- iv) Appraisals

Members were asked to note that the appraisals of both the Deputy Town Clerk and the Communications and Administration Officer will take place during July – due to the office move. The Town Mayor will accompany the Locum Town Clerk to the physical appraisal to give continuity from 2023. The staff will have a good opportunity to have their say in writing before meeting face to face. This will be a three-stage process – one where the staff write their comments on the Appraisal Form, the second is the actual appraisal meeting and the third is to confirm what was said at the appraisal meeting and to read the final paragraph that the member of staff has written about them, their role and training before Managers sign off.

- Locking Up

RESOLVED that the person who locks up some of the gates in the town be employed by the Town Council instead of as a contractor to ensure that there is adequate insurance, a risk assessment, and a lone working policy in place. The post holder would be paid on LC2 SPC2.

- Any other Staffing Matter

Various other staffing matters were discussed throughout the meeting.

- ii) Short list for the positions of Facilities Assistant and Cemetery Administrator

Members shortlisted for the posts of Facilities Officer and Cemetery Administrator after this agenda item.

RESOLVED that Members that the interviews would take place in the morning of Wednesday 26th and Thursday 27th June.

Signed Date

Chairman