

**CHEPSTOW TOWN COUNCIL**  
**The Gatehouse, High Street, Chepstow NP16 5LH**  
**Tel. 01291 626370 Email clerk@chepstow.co.uk**

4<sup>th</sup> March 2021

Dear Councillor

You are hereby summoned to attend the **Ordinary** meeting of the **Personnel Committee** of Chepstow Town Council to be held via Zoom online meetings <https://zoom.us/j/7344109571> on **Wednesday, 10<sup>th</sup> March 2021 at 7.00pm** for the purpose of transacting the following business.

***Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct.***

Yours faithfully,

*LJ Allen*

Lucy Allen  
TOWN CLERK

**AGENDA**

**12. Declarations of Interest in Items on the Agenda.**

**13. Suspension of Standing Orders**

To consider suspending Standing Order 36(c) to allow Members to enter into discussions for the following with the Operations Manager from Monmouthshire County Council:

14. Town Crew update

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To review and discuss the impact that the partnership agreement with Monmouthshire County Council has had on the town in its first year.

**15. Minutes**

To approve the minutes of the ordinary meeting of the Personnel Committee held on Wednesday, 14<sup>th</sup> October 2020.

**16. Matters Arising.**

To report matters arising from the minutes, *for information only*.

**17. Training**

To approve the request from the Administration Officer to register to complete the Certificate of Local Council Administration (CiLCA) subject to the signing the Training Agreement (*attached*). This Level 3, foundation qualification provides a broad knowledge of all the aspects of a clerk's work – roles and responsibilities, the law, procedures, finance planning and community involvement. The registration fee is £410 plus a four-day course at £390 + VAT (*LGA 1972, s111*).

**18. Revised Handbook and Terms of Contract**

To review the revised Staff Hand Books and Terms of Employment to be issued to all existing and future staff following a further review from Peninsula. A number of changes have been made making them applicable to the Town Council (*examples attached*).

**19. Exclusion of Press and Public**

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To exclude the press and public in view of the confidential nature of the following:

**Item 20. Job Vacancies Update**

**Item 21. Appraisals**

**Item 22. Annual Leave**

**20. Job Vacancies Update**

To receive an update on the current status of the recruitment for the Community Projects Officer and Deputy Town Clerk roles (*verbal report*).

**21. Appraisals**

**(a) Town Clerk and Responsible Finance Officer (LA)**

To note the outcome of the appraisal and to agree;

- The objectives identified for the forthcoming year;
- Training / support requirements;
- Employee / Clerk comments.

**(b) Administrative Officer (KP)**

To note the outcome of the appraisal and to agree;

- The objectives identified for the forthcoming year;
- Training / support requirements;
- Employee / Clerk comments.

**(c) Caretaker/Cleaner/Maintenance Operative/Manual Street Cleaner (AES)**

To note the outcome of the Caretaker/Cleaner's appraisal and to agree;

- The objectives identified for the forthcoming year;
- Training / support requirements;
- Employee / Clerk comments.

**(d) Mobile Hygiene Operative (DB)**

To note the outcome of the Mobile Hygiene Operative's (DB) appraisal and to agree;

- The objectives identified for the forthcoming year;
- Training / support requirements;
- Employee / Clerk comments.

**22. Annual Leave**

To consider the attached report on annual leave outstanding at year end (*confidential report attached*).

**23. Items for next meeting**

**24. Date of next meeting**

To confirm that the next ordinary meeting of the Personnel Committee of Chepstow Town Council will be held in June at a date to be arranged.