

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

4<sup>th</sup> March 2022

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, 9<sup>th</sup> March 2022 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,



Lucy Allen  
TOWN CLERK

**AGENDA**

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

*([Declarations of Interest](#) form attached for completion and return to the office).*

**22. To Suspend Standing Orders**

**a) Public Open Forum (15 minutes at the discretion of the Chair)**

Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.

**23. Minutes**

To approve the [Minutes of the Ordinary meeting of the Personnel Committee held on Wednesday, 13<sup>th</sup> October 2021](#).

**24. Matters Arising.**

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

**25. Recommendations from the Internal Investigation**

To consider the following recommendations, applicable to the Personnel Committee, highlighted from the Internal Investigation:

Complaints: To seek to outsource complex complaints to the Council, to an outside legal body to avoid any perception of vested interest and maintain professional responsibility, consulting with ACAS where appropriate. [Copy of current Complaints Procedure](#).

Training: To continue to support The Town Clerk with personal development through training.

Workflow: To consider undertaking an external workflow analysis to improve efficiencies, *nb, last job evaluation carried out in 2018 and implemented in 2019*.

Appraisals: To review the [staff appraisal process](#) to ensure it is current with best practice. Additional documents from the Society of Local Council Clerks attached are [Guide to Appraisals](#) and [Example Documentation](#).

Conflicts of Interest: To have robust procedures in place to recognise and avoid any conflicts of interest. Additional documents [Chepstow Town Council Member/Officer Protocol](#) and [Code of Conduct for Qualifying employees of relevant authorities in Wales](#).

**26. Job Vacancies Update**

To receive an update on the current status of the recruitment Administrative Officer roles and to agree the following:

- i. To re advertise the Administrative Officer role.
- ii. To agree the timescales and interview dates.
- iii. To nominate the interview panel.

**27. Pay Award 2021 – 2022**

To implement the [National Joint Council pay award](#) for 2021 – 2022 in respect of all employees with effect from 1<sup>st</sup> April 2022.

**28. Update of Bee Hives and Maintenance Operative training**

To receive an update on the Maintenance Operative training in regards Bee Keeping.

**29. Items for next meeting**

**30. Date of next meeting**

To confirm that the next ordinary meeting of the Personnel Committee of Chepstow Town Council will be held in a date to be agreed in June 2022.