



CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Personnel Committee** of **Chepstow Town Council** via Zoom on Wednesday 13th October 2021 at 7.00 pm

Present:

Chairman: Cllr D Rooke (in absence of Cllr Y Havard)

Councillors: C Duchet, P Pavia, T Redhead, T Redhead (7.15pm) D Rooke
Y Havard was also present but experienced technical issues

Apologies:

In Attendance: Mrs. Lucy Allen, (Town Clerk)
Members of Public (0)

11. Declarations of Interest in Items on the Agenda.

None.

12. To Suspend Standing Orders

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

There were no members of the public present.

13. Minutes

The Minutes of the ordinary meeting of the Personnel Committee held on Wednesday, 16th June 2021 were approved and will be signed as a true record by the Chair at the next available opportunity due to the Covid-19 restrictions.

14. Matters Arising.

Item 7 – Items for next meeting: Update of beehives and Maintenance Operative training. Members were advised that this had been put on hold until early 2022.

15. Training

Members considered the request from the Deputy Town Clerk to register to complete the Certificate of Local Council Administration (CiLCA) subject to the signing the Training Agreement.

Resolved:

To agree to the request from the Deputy Town Clerk to register to complete the Certificate of Local Council Administration (CiLCA) subject to the signing of the Training Agreement. The cost of the course

is a registration fee of £410 plus a four-day course at £390 + VAT (LGA 1972, s111).

16. Job Vacancies Update

Members were updated on the following:

- i. That following the interview a suitable candidate had been found for the role of Community Projects Officer and a recommendation will be put to Full Council at October's meeting.
- ii. Noted that the Administration Officer role had been advertised with a closing date of Friday, 5th November 2021. Members considered who to appoint to the interview panel.

Resolved:

To appoint Cllrs Duchet, Havard and Rooke and Redhead to the interview panel with a maximum of 3 to be present.

17. Items for next meeting

18. Date of next meeting

To confirm that the next ordinary meeting of the Personnel Committee of Chepstow Town Council will be held on Wednesday, 9th March 2022.

19. Exclusion of Press and Public

Resolved:

To exclude the press and public for the discussion of **Item 20. Office Matters** owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

20. Office Matters

Members discussed office matters:

i. Pay Claim 21/22 - that the National Joint Council and the Unions had failed to agree a pay claim for 2021/22 and considered the entitled annual increment for the Admin Officer (KP).

Resolved:

To back pay the annual increment for the Admin Officer (KP) from 1st April 2021 to the last date of employment.

ii. Overtime - the Clerk discussed the current office provision and overtime.

Resolved:

That overtime may be claimed through the appropriate channels for the Clerk and Deputy Clerk whilst the office is understaffed.

iii. Town Crew - Members discussed the Town Council's Partnership agreement with the Town Crew and were advised that the office maintain a good working relationship with the operatives, the crew are quick to respond to issues but also work proactively.

vi. The Drill Hall Caretaker employment – Members considered the current set up of the management of the Drill Hall Caretaker and raised concerns in regards to the Town Council's involvement and

employment liabilities.

Resolved:

- a. That the Caretaker role to be line managed by the Clerk and day to day direction / training to be taken on by the Drill Hall Secretary.
- b. That Caroline Duchet be nominated to be on the interview panel from the Personnel Committee.
- c. Any employment issues which arise are dealt with by the Personnel Committee and not the Drill Hall Management Committee.

CLOSE: This completed the business of the meeting at 7.45 p.m.

Signed: Chair Date: