



CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Personnel Committee** of **Chepstow Town Council** via Zoom on Wednesday 9th March 2022 at 7.00 pm

Present:

Chairman: Cllr Y havard

Councillors: C Duchet, T Redhead, D Rooke

Apologies:

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

21. Declarations of Interest in Items on the Agenda.

None.

22. To Suspend Standing Orders

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

There were no members of the public present.

23. Minutes

The Minutes of the ordinary meeting of the Personnel Committee held on Wednesday, 13th October 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.

24. Matters Arising.

None.

25. Recommendations from the Internal Investigation

Members considered 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.

RESOLVED:

That complaints to the Council will be considered under the existing Complaints Policy and Procedure however, should the Complaints Committee decide that the complaint is too complex then it may recommend that it is outsourced to an outside legal body.

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

RESOLVED:

Members agreed to continue to support and encourage the Town Clerk, and all staff, 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.

RESOLVED:

To carry out an external workflow analysis once the administration office is fully staffed and the new admin officer in situ for at least six months. In the meantime, the Clerk to carry out an working hour's analysis for the Administration Team for review at the next Personnel meeting in June to gain a true picture of the hours being worked above the contracted hours.

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.

RESOLVED:

To continue with the current arrangement but for the Clerk to review and alter, where applicable, to a more user friendly format similar to that of the Society of Local Council Clerks for presentation at the next meeting of the Personnel Committee in June.

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.

RESOLVED:

To ensure that the Member/Officer Protocol is given to the new Council as part of their induction pack.

26. Job Vacancies Update

Members noted that the current role of Administration Officer was still vacant.

Resolved:

To re-advertise the role and to appoint Cllrs Havard and Rooke and Redhead to the interview panel with a maximum of 3 to be present. Members agreed to be flexible on interview dates should an application be unable to attend on a specific date.

27. Pay Award 2021 – 2022

Members considered implementing the National Joint Council pay award for 2021 – 2022 to be backdated to 1st April 2022.

RESOLVED:

To implement the National Joint Council pay award for 2021 – 2022 in respect of all employees with effect from 1st April 2022.

28. Update of Bee Hives and Maintenance Operative training

Members were advised that the Maintenance Operative had commenced 18 months of training with Gwent Bee Keepers and that the project will be overseen by the Environment and Amenities Committee.

29. Items for next meeting

Revised appraisal forms
Administration Officer recruitment feedback
Admin Office additional hours' analysis

30. 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.

CLOSE: This completed the business of the meeting at 8.20 p.m.

Signed by the Chair:

Date: