



CHEPSTOW TOWN COUNCIL

Draft Minutes of the meeting of the **Personnel Committee** of **Chepstow Town Council**
via Zoom on Wednesday 10th March 2021 at 7.00 pm

Present:

Chairman: Cllr Y Havard

Councillors: C Duchet, T Kirton, P Pavia, T Redhead, D Rooke

Apologies: Cllr P Pavia

In Attendance: Mrs. Lucy Allen, (Town Clerk)

12. Declarations of Interest in Items on the Agenda.

None.

13. Suspension of Standing Orders

Members considered suspending Standing Order 36(c).

Resolved:

To suspend 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

14. Town Crew update

Members welcomed Nigel Leaworthy, the Operations Manager from Monmouthshire County Council who gave a brief outline of the works achieved in the first year of the partnership. It was agreed that there had been many improvements to the town, that had not gone unnoticed by residents, and that the operatives were often complimented by the community for their hard work. Furthermore, that a couple of the larger Town Councils in the County were looking to replicate the model that is in Chepstow as they can see the benefits to the partnership arrangements.

Standing Orders were reinstated.

15. Minutes

The Minutes of the ordinary meeting of the Personnel Committee held on Wednesday, 14th October 2020 were approved and will be signed as a true record by the Chair at the next available opportunity due to the Covid-19 restrictions.

16. Matters Arising.

None.

17. Training

Members considered 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)*.

Resolved:

To agree to the request from the Administration Officer 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*).

18. Revised Handbook and Terms of Contract

Members undertook a further review of the Staff Hand Books and Terms of Employment noting the changes which had been made by the Town Council's HR Advisors.

Resolved:

To approve the Staff Hand Book and Terms of Employment which are to be issued to all existing and future staff.

19. Exclusion of Press and Public

Resolved:

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

Members received an update on the current status of the recruitment for the Community Projects Officer and Deputy Town Clerk roles and noted that interviews would take place on Friday 12th and Monday 15th March 2021.

21. Appraisals

Members thanked all staff for their commitment to the Town Council during the Covid-19 pandemic.

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

Members considered the outcome of the Clerks appraisal.

Resolved:

To agree;

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

(b) Administrative Officer (KP)

Members considered the outcome of the Administrative Officer's appraisal.

Resolved:

To agree;

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

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

Members considered the outcome of the Caretaker/Cleaner's appraisal.

Resolved:

To agree;

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

Members further agreed that a review of the Maintenance Operative's job role be undertaken as it had evolved from the original job description.

(d) Mobile Hygiene Operative (DB)

Members considered the outcome of the Mobile Hygiene Operative's (DB) appraisal.

Resolved:

To agree;

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

22. Annual Leave

Members considered the confidential report in respect of the carry-over / payment in lieu for staff leave outstanding at 31st March 2021.

Resolved:

To authorise the carry-over / payment in lieu for staff with leave outstanding at 31st March 2021.

23. Items for next meeting

Maintenance Operative job evaluation

Update of Bee Hives and Maintenance Operative training

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.

CLOSE: This completed the business of the meeting at 7.50 p.m.

Signed: CHAIRMAN Date: