

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

14th September 2023

Dear Councillor

You are hereby summoned to attend the **Ordinary** meeting of the **Personnel Committee** of Chepstow Town Council to be held in the Council Chamber and remotely via Zoom <https://zoom.us/j/7344109571> on **Wednesday, 20th September 2023 at 7.00pm** for the purpose of transacting the following business:

Yours faithfully,



Lucy Allen
TOWN CLERK

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

AGENDA

18. Apologies

To receive apologies for absence.

19. Declarations of Interest in Items on the Agenda

[Declarations of Interest form](#) attached for completion and return to the office. Interests may also be declared at any point in the meeting if the need arises.

20. Minutes

20.1 To approve the [Minutes of the ordinary meeting held on 21st June 2023](#).

20.2 To approve the [Minutes of the extraordinary meeting held on 12th July 2023](#).

21. Matters Arising

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

22. Exclusion of Press and Public

To consider excluding the press and public for the discussion of **Item 23. Job Evaluation, Item 24. Recruitment Process – Communications Officer and Item 25. Operational 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.

23. Job Evaluation

23.1 To consider the report and recommendations from the consultant following the job evaluation process – *to follow*.

23.2 To note the number of additional hours required of staff to undertake the job evaluation process and, if appropriate, approve any overtime payments.

24. Recruitment Process – Communications Officer

24.1 To consider and, if appropriate, approve the recommendation following Job Evaluation of the salary scale point for the Communications Officer role.

24.2 To consider the recruitment process for the Communications Officer vacancy to include, advertising, closing dates, interview panel and interview dates.

25. Operational Matters

To discuss operational matters.

26. Date of next meeting

To confirm arrangements for the next ordinary meeting of the Personnel Committee to be held Wednesday, 6th December 2023.