



CHEPSTOW TOWN COUNCIL

Minutes of the Ordinary meeting of the **Personnel Committee** of **Chepstow Town Council** held in the Council Chamber and via Zoom on Wednesday 20th September 2023 at 7.00 pm

Present:

Chairman: Cllr S Ashby

Councillors: D Barnes (left 7.05pm), M Griffiths, V Badderley-Potter (remote), T Griffiths, D Power (remote), D Rooke

Apologies: T Griffiths, J Rosser

In Attendance: Mrs. Lucy Allen (Town Clerk)

18. Apologies

See above.

19. Declarations of Interest in Items on the Agenda

Cllr D Barnes declared an interest in items 23. Job Evaluation and 24. Recruitment Process as a potential applicant for the role and/or known to potential applicants, and left the meeting.

20. Minutes

20.1 The minutes of the ordinary meeting of the Personnel Committee held on 21st June 2023 were approved as a true record and signed by the Chair.

20.2 The minutes of the extraordinary meeting of the Personnel Committee held on 12th July 2023 were approved as a true record and signed by the Chair.

21. Matters Arising

None.

22. Exclusion of Press and Public

Resolved:

To exclude 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 Members noted that the results of the Job Evaluation would not be available until Tuesday 26th September 2023.

Resolved:

To hold an extraordinary meeting of the Personnel Committee on Tuesday, 26th September 2023 at 7.30pm by Zoom only.

23.2 Members received a verbal report and noted the number of additional hours required of staff to undertake the job evaluation process and considered approval of overtime payments / time off in lieu.

Resolved:

To approve the overtime payments / time off in lieu for the number of hours each staff member had needed to complete the job evaluation.

24. Recruitment Process – Communications Officer

24.1 Members noted that the results of the Job Evaluation would not be available until Tuesday 26th September 2023 and that the recommendation for the salary scale point for the Communications Officer role would be considered at the extraordinary meeting.

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

Resolved:

That Cllrs Ashby, M Griffiths and Rooke form the recruitment panel and all other arrangements be delegated to the Clerk in consultation with the Chair of the Personnel Committee.

25. Operational Matters

Members were advised of a number of operational matters including:

Sickness/holiday leave over the summer

Public toilets security

Hours for the Clerk and Deputy Clerk

Resolved:

1. To advertise for a Public Toilet Security Attendant to lock the public toilets Monday – Friday.

2. To recommend to Full Council the increase in hours for the Clerk and Deputy Clerk with effect from 1st October 2023 to accommodate additional workload.

26. Date of next meeting

Confirmed the extraordinary meeting on 26th September 2023 and that for the next ordinary meeting of the Personnel Committee will be held on Wednesday, 6th December 2023.

CLOSE: This completed the business of the meeting at 8.20pm.

Signed:

Chair

Date: