



CHEPSTOW TOWN COUNCIL

Minutes of the Extraordinary meeting of the **Personnel Committee** of **Chepstow Town Council** held in the Council Chamber and via Zoom on Wednesday 12th July 2023 at 7.00 pm

Present:

Chairman: Cllr S Ashby

Councillors: D Barnes, M Griffiths, T Griffiths, D Power, D Rooke,

Apologies: V Badderley-Potter, J Rosser

In Attendance: Mrs. Lucy Allen (Town Clerk)

13. Election of Chair and Vice Chair

Nominations were sought.

Resolved:

That Cllr Sally Ashby be elected as the Chair and Cllr David Barnes be elected as the Vice Chair of the Personnel Committee.

14. Declarations of Interest in Items on the Agenda.

Cllr D Barnes declared an interest in item 16 Communications Officer Role as a potential applicant for the role and/or known to potential applicants and left the meeting.

15. Apologies

See above.

16. Communications Officer role

Members considered and discussed at length the draft job advert, job description and person specification for the role of Communications Officer based on the recommendations in the Business Case which was presented to Full Council at its meeting on 24th May 2023 (*min ref 24.3*).

Resolved:

To recommend to Full Council the following:

1. That the job advert, following revisions, job description and person specification are approved for the role of Communications Officer;
2. That this role be included in the job evaluation process, due to commence during recess, to enable it to be formally bench marked against other officer roles;
3. That the final decision on Salary Scale Point and grade be deferred to the Chair of the Personnel Committee and Clerk provided it remains within the budget allocated;
4. That, subject to the above, the role be advertised at the beginning of September.

17. Date of next meeting

Confirmed that the next ordinary meeting of the Personnel Committee will be on Wednesday, 20th September 2023 at 7pm.

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

Signed: Chair

Date: