

## 2.

# Abergele Town Council

## AGENDA

A meeting of the Staffing Sub-Committee to be held on Monday 17<sup>th</sup> Chwefror/February 2020 at 6.30pm in Room 4, Council Offices, Llanddulas Road, Abergele.

1. **Attendance Register**

2. **Apologies for Absence**

3. **Declaration of Interest**

Members are reminded that they must declare the existence and nature of any personal interests (using the form provided for this purpose).

4. **Minutes**

- To receive, approve and sign the Minutes of the Staffing Sub-Committee held on the 20<sup>th</sup> Ionawr/January 2020

5. **Matters Arising from those Minutes**

- a) To receive a report from Mr Gwilym Rippon, SLCC/ALCC with regard to the job evaluation process deferred from the last meeting (Confidential file 1 Page 1-7).
- b)
  - (i) To receive and consider the Draft Job Description for the post of a website administrator for the Council (post approved for progression at the last Place Plan Committee)(with amendments by Chris Jones highlighted in yellow)(CF1 page 1-4)
  - (ii) To receive a copy of the Job Description for Town & Business Development Officer from Prestatyn Town Council (CF1 page 5-8)
- c) To receive a report from Chris Jones Regeneration with regard to the future role of a facilitator (CF1 page 9-12)(further information to be tabled at the meeting)
- d) To consider funding sources for the above post from CCBC and a copy of the draft salary cost based on a full time role (CF1 page 13-21)

6. **Staff Training**

- (a) To receive and consider correspondence from the SLCC Trainer with regard to the hours required to complete the Cilca training, in order for the Council to hold the criteria for a Competent Council and a copy of the learning agreement for the Council's consideration (CF1 page 22-25)