

2.

Abergele Town Council

CONFIDENTIAL AGENDA

A meeting of the Staffing Sub-Committee to be held on Monday the 18th Chwefror/February 2019 at 6:30pm in Room 4, Council Offices, Llanddulas Road, Abergele.

1. **Attendance Register**
2. **Apologies for Absence**
3. **Declaration of Interest**
4. **Minutes**
- To receive, approve and sign the Minutes of the Confidential Staffing Sub-Committee held on the 11th October 2018.
5. **In accordance with the Public Bodies (Admission to Meetings Act) 1960 and with Standing Order no.68, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.**
6. **To receive and consider the following items:**
 - a) To consider the training needs for Staff for 2019/20

Town Clerk – to register for the Cilca course	£250
Town Clerk – IOSH	£60
Town Clerk – Project Management	tbc
Deputy Clerk – Project Management	tbc
Admin Officer – ECDL Extra	£268
Caretaker – Practical Fire Extinguishers	£45
Caretaker –COSHH	£25
Caretaker –Safe use of ladders	£45
Caretaker –Asbestos Awareness	£45
 - b) (i) To receive an update from the Clerk following the recent Staff Professional Development Review of the Administration Assistant
 - (ii) To receive and consider a matter raised by members of staff regarding Health & Safety of their roles in the preparation for Events
 - c) (i) To receive an update from CCBC with regard to a Wellbeing programme for staff members
 - (ii) To receive and consider a matter regarding a rotator cuff injury and a recent desk top assessment for the Clerk
7. **Staff Contracts of Employment**
 - a) To receive consider and approve the revision of the Staff Contracts of Employment from 01/04/19 to reflect the new NALC pay scales approved at the last Policy & Finance Committee meeting (CF1 page 1-3)(Confidential file page 1)
8. **The Role of the Clerk & Proper Officer**
 - a) To receive a copy of an advice note from the SLCC following a recent query by members of the Committee as to who the Clerk is responsible to (CF1 page 4)