

Abergele Town Council

MINUTES

A meeting of the Staffing Sub-Committee was held on 11th October 2018 at 6:30pm in Room 4, Council Offices, Llanddulas Road, Abergele.

- 366/18 **Election of Chairman**
The current Chairman Cllr MacRae opened the meeting and requested nominations for Chairman of the Sub-Committee for 2018/19.
It was PROPOSED that Cllr. MacRae be re-elected as Chairman.
There being no further nominations, Cllr. MacRae indicated her willingness to continue and was re-elected as Chairman of the Staffing Sub-Committee for 2018/19.
- 367/18 **Attendance Register**
The Mayor, Cllr. M D Bird,
Cllrs: Dr. M. Baker; C. McCoubrey; D A MacRae; A. Wood;
Mrs M. J. Evans (Clerk)
- 368/18 **Apologies for Absence**
Apologies were received from:
Cllrs: M. Bond; S. Jones-Roberts;
- 369/18 **Declaration of Interest**
None were declared
- 370/18 **Minutes**
- It was RESOLVED to RECEIVE, APPROVE and SIGN the Minutes of the Confidential Staffing Sub-Committee held on the Monday 26th February 2018.

In accordance with the Public Bodies (Admission to Meetings Act) 1960 and with Standing Order no.68, it was RESOLVED that, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded, and they were instructed to withdraw.

371/18 **The following items were RECEIVED and CONSIDERED:**

- a) An update from the Clerk following the recent Staff Professional Development Reviews.

The Clerk informed members that during her review several tasks that were currently being carried out were not on the job description such as GDPR and the role of DPO, management of the Town Council's computer systems, Annual Report and the Wellbeing Act. The Mayor confirmed that it was considered that the Annual Report was covered under general reports in the job description. Cllr. Wood requested that it is noted that he considers that the Clerk exaggerates the GDPR and role of the DPO. The Clerk informed members that other Councils were investigating carrying out job evaluation reviews for their staff and it was RECOMMENDED that the matter is DEFERRED until the outcome of the reviews were known.

The Clerk informed members that the Administration Assistant had received her review and that the work had been phased over the last six months. The Officer was now managing the full job description and requested that members approve the request for the probationary period to be extended to twelve months to allow the Officer time to become proficient in the role.

The Clerk informed members that the Deputy Clerk is soon to complete her ILCA course and will be entitled under her job description to an increment. The Clerk informed members in confidence that the mother of the Caretaker was terminally ill and that the Caretaker may be off for a period as the situation progresses. Members acknowledged matter raised.

Members APPROVED the requests above.

- b) The training needs for Staff for 2018/19 & 2019/20 as detailed below was CONSIDERED:

Town Clerk – to register for the Cilca course	£250
Deputy Clerk – Welsh Course Level 4	£70 tbc
Administration Officer – Publisher/newsletter/ECDL	£300 tbc
Budget for 2018/19	£750 available of £620

Members considered that the publisher software was not the best format to use for the Newsletter and another package such as Photoshop and Indesign should be investigated. The training was NOT APPROVED until the future software has been considered. All other Staff training was APPROVED.

- c) A wellbeing programme for staff members was RECEIVED and CONSIDERED. The Clerk informed members that due to the sedentary role of the staff and as an employer who considers the wellbeing of staff that members support a request for the Town Council staff to be able to access the leisure facilities of the County Council with the same privilege that CCBC, NHS and NWP receive. Cllr Dr Baker requested a copy of the email that the Clerk had forwarded to the Strategic Director and the matter was APPROVED.

372/18

Annual Pay Review

The annual pay review for all staff, which will feed into the Annual Estimates for 2019/20 was APPROVED

Meeting closed at 7:15pm

Signed.....
(Chairman)