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Abergele Town Council

MINUTES

A meeting of the Staffing Sub-Committee was held on Monday 20th Ionawr/January 2020 at 6.30pm in Room 4, Council Offices, Llanddulas Road, Abergele.

556/19 **Attendance Register**

The Mayor, Cllr. S Jones-Roberts,
Cllrs: Dr. M. Baker (retired at 7:35pm); J M Bird; C. McCoubrey; D A MacRae (Chairman).
Mrs M. J. Evans (Clerk)

557/19 **Apologies for Absence**

Cllrs: M. Bond; S Rowlands; A. Wood.

It was NOTED that Cllr. Dr. Mark Baker, Cllr. McCoubrey and Cllr. MacRae did not receive the correspondence to the last Staffing meeting.

558/19 **Declaration of Interest**

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

Cllr. C McCoubrey Min No: 561/19

Cllr. Dr. M. Baker Min No: 561/19

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.

559/19 **Minutes**

It was RESOLVED to RECEIVE, APPROVE and SIGN the Minutes of the Confidential Staffing Sub-Committee held on the 2nd Rhagfyr/December 2019.

560/19 **Matters Arising from those Minutes**

- a) A copy of the mediation agreement between the Clerk and Councillor following the mediation session held on the 20th December 2019 was RECEIVED and NOTED.
- b) An update from Mr Gwilym Rippon, SLCC/ALCC with regard to the job evaluation process was RECEIVED. Members expressed that there was a lot of information to consider in one evening and from the information received, this was not what members were expecting. Members were not expecting to receive a salary review but a review of the structure and job roles. The figure used for the budget was queried as the draft unapproved budget figure was used.
It was PROPOSED to DEFER the item pending the review of the Committee structure and would welcome an informal discussion regarding the current structure.
It was RECOMMENDED that the Clerk sends an email to all members requesting their views on how the Committees could be streamlined prior to the Executive Committee meeting next week.

The Draft Job Descriptions for the post of a website administrator for the Council (deferred from the last Place Plan Committee) was RECEIVED and CONSIDERED as follows:

- a) A Draft Job Description for the post of website administrator from the Clerk was RECEIVED.
- b) A copy of the original proposal from BCA was RECEIVED.
- c) A Draft Job Description and Person Specification from Itaca was RECEIVED.
- d) Other options for the role were CONSIDERED
 - (i) To add the role on to an existing role
 - (ii) To include the Town Council side of the website
 - (iii) To consider a budget for the above role
 - (iv) A copy of an email from OVW, together with an employment briefing, with regard to the employment for the role was RECEIVED.
 - 1. Expanding the role to include other tasks i.e. A Digital Facilitator role (original Project Coordinator JD with slight amendment) was RECEIVED and CONSIDERED.

Options for the role were CONSIDERED including a web manager on a retainer and the possible initial amount of work once the website is launched.

2. A report from Chris Jones Regeneration with regard to the future role of a facilitator was RECEIVED.

- (v) Funding sources for the above post from and a copy of the draft salary cost based on a full time role were RECEIVED.

It was RECOMMENDED that the Clerk contacts Prestatyn Town Council to make enquires as to what they have done. It was FURTHER RECOMMENDED that it may be prudent to budget for additional hours initially as there would be more work.

It was FURTHER RECOMMENDED that the Town Council control the website moving forward and the work carried out by a member of employed staff. Funding for an employee would need to be identified.

It was RESOLVED that initially the Administration officer is offered the role of updating the website until the end of the financial year at 2 hours per week funded for the small overtime budget of £500.

It was FURTHER RESOLVED that S106 funding is explored to fund the first year role of a Facilitator.

It was RESOLVED to DEFER to the Place Plan Committee in the first instance to confirm their agreement to the above.

- e) Correspondence from BCA with regard to a request to continue in the role for up to six months from the 1st November and to receive a copy of an email from Cllr. Wood was RECEIVED, CONSIDERED and NOT APPROVED. It was RECOMMENDED to invite John Hutchinson to train the Administration officer on the website and hand over at a cost of £250 per day funded from the Training Budget.
It was RESOLVED to delegate to the Clerk to implement.

- f) Additional Admin hours up to 20 hours, for the Administration officer to be able to archive time expired documentation under the Policy & Retention Policy was RECEIVED and CONSIDERED.
It was RESOLVED to APPROVE the additional hours funded from the overtime budget of at approximately £99.28 per month until the end of the financial year.

Cllr. Dr. Baker retired at this juncture

Meeting Closed at 7:40pm

Signed

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(Chairman)