



ITEM 7

**Minutes of the meeting of the  
PERSONNEL SUB-COMMITTEE  
Held on  
14<sup>th</sup> August 2019**

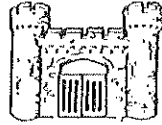
**Present:**

Councillors Darren Sterry (Chairman), Joyce Angell, Helen Brown and Dave Mackie.  
Clerk and Financial Officer

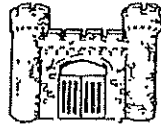
1.	<b>Appointment of Chair:</b>  Councillor Darren Sterry, as Chair of Staffing and General Purposes Committee, had been proposed and seconded and, there being no other nominations, Councillor Sterry was duly elected Chair of the Committee for the Municipal year 2019/20. duly
2.	<b>Apologies for Absence:</b>  Apologies for absence had been received from Councillors Janet Axworthy, Lowri Earith and Ralph Small.
3.	<b>Declarations of Interest:</b>  There were none.
4.	<b>Terms of Reference:</b>  The Sub-Committee reviewed the Terms of Reference, as agreed in principle at the Council meeting held on 10 <sup>th</sup> June 2019. The Terms of Reference had been agreed subject to the following amendment:  ‘In relation to the appraisal of the Clerk and Financial Officer, it was agreed that the Chairman of the Council and the Chairman of the Staffing and General Purposes Committee undertake the annual appraisal’.  A copy of the Terms of Reference is appended to these minutes.  IT WAS RESOLVED: to approve the Terms of Reference subject to the amendment above.
5.	<b>Clwyd Pension Fund: Service Level Agreement:</b>  The Sub-Committee reviewed the Service Level Agreement (SLA) circulated by the Clwyd Pension Fund.

	<p>The Clerk and Financial Officer advised that the content of the SLA formalised the arrangements currently in place but that she would request the Clwyd Pension Fund to review the Council's retirement policies to ensure that adequate provision was included, particularly in relation to the "mandatory written policies". The Clerk and Financial Officer also confirmed that this item would be reviewed at the next meeting of the Clwyd branch of the Society of Local Council Clerks.</p> <p>IT WAS RESOLVED: that the Clerk and Financial Officer sign the Service Level Agreement on behalf of the Council, following the review of the policies by the Clwyd Pension Fund.</p>
<p><b>6.</b></p>	<p><b>Personnel Policies:</b></p> <p>The Personnel Sub-Committee reviewed the following policies:</p> <ul style="list-style-type: none"> <li>• Grievance and Disciplinary</li> <li>• Early Retirement (including flexible retirement)</li> <li>• Equality and Diversity</li> <li>• Dignity at Work/Bullying and Harassment</li> </ul> <p>Members reviewed each document and made a number of minor amendments. The Clerk and Financial Officer advised that the newly proposed Terms of Reference for the Staffing and General Purposes Committee would be amended to reflect the requirements specified within the relevant policies.</p> <p>In relation to the Dignity at Work/Bullying and Harassment policy it was agreed to add a paragraph about vexatious callers and to add "appearance" to the list of definitions due to recent press coverage.</p> <p>IT WAS RESOLVED: to approve the above policies as amended to be signed and dated by the Chair of the Sub-Committee.</p>
<p><b>7.</b></p>	<p><b>Community Governance Qualification:</b></p> <p>The Clerk and Financial Officer had requested approval to undertake the Community Governance qualification. The 2020 Prospectus had been circulated for Members' information. This would be a part-time learning programme with three 24-hour residential study days per year. The course would commence in February 2020 and was an advanced qualification for local council officers who work with local communities. At Level 4 in the national framework, it built upon the CiLCA qualification and led to a Certificate in Higher Education in Community Governance.</p> <p>The course fees would be in the region of £5,880 paid in instalments over two years. Broughton and Bretton Community Council and Shotton Town Council would be requested to consider and approve this request at the rates currently agreed in the Service Legal Agreement between the three Councils.</p>

	<p>IT WAS RESOLVED: to approve the request for the Clerk and Financial Officer to study towards the Community Governance Qualification to enhance her professional development and benefit the council with effective community engagement, research and performance.</p>
<b>8.</b>	<p><b>Training Associate:</b></p> <p>The Clerk and Financial Officer sought approval to become a Training Associate for One Voice Wales (OVW). OVW delivered a number of training programmes throughout the year for members and officers and Training Associates had been sought. Expressions of interest had been invited by the 23 August 2019.</p> <p>IT WAS RESOLVED: to approve this request.</p>
<b>9.</b>	<p><b>Mobile Phones:</b></p> <p>The Clerk and Financial Officer outlined the current arrangement for the use of mobile phones and sought approval to investigate more cost-efficient and effective packages.</p> <p>IT WAS RESOLVED: to review the options available for the use of mobile phones across the team.</p>
<b>10.</b>	<p><b>Public Bodies (Admission to Meetings) Act 1960:</b></p> <p>IT WAS RESOLVED: to exclude the press and public from the meeting as the following items related to confidential staffing matters.</p>
<b>11.</b>	<p><b>Salary Reviews and Contracts of Employment:</b></p> <p>IT WAS RESOLVED: to commission the SLCC representative to undertake a review of the salaries at a fee of £250 plus expenses for the Clerk and Financial Officer and £50 per team member thereafter.</p>
<b>12.</b>	<p><b>Uniform and Tool Allowances:</b></p> <p>IT WAS RESOLVED: to review the current provision against HMRC guidelines and ensure consistency of approach across the workforce.</p>

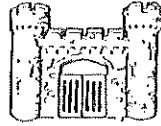


PERSONNEL SUB-COMMITTEE		AUGUST 2019
7 Members		Quorum: 3
	Function of Committee	Delegation of Function
1	To recommend to Council the overall establishment/staffing structure and approval of additional posts	None – final approval remains with Full Council
2	To recommend pay and conditions of staff	None – final approval remains with Full Council
3	To make recommendations to Council on Personnel Policies and Employee handbook	None – final approval remains with Full Council
4	Appointment of Staff	<p>Recommendation to appoint Clerk and Financial Officer and other staff above spinal column point 28 to be approved by Full Council:</p> <ol style="list-style-type: none"> <li>1. Selection of long and shortlist for new Clerk/RFO, to be undertaken by Appointment Panel, made up of members agreed at Full Council</li> <li>2. Final Interview by appointment panel.</li> </ol> <p>Appointment of other staff below spinal column point 28 to Clerk/RFO with appointment panel.</p>
5	Disciplinary matters under the Council Disciplinary Procedures	<p>Personnel Committee in the case of the Clerk/RFO, with appeal to three members of the Council who are not on the Personnel Committee.</p> <p>Dismissal of the Clerk/RFO to be approved by Full Council.</p> <p>For all other staff, the Clerk/RFO with appeal to the Personnel Committee.</p>
6	Determination of individual grading issues and job evaluation with recommendations to Full Council	None – final approval remains with Full Council



7	Issues relating to the Clwyd Pension Scheme and Prudential AVC's as it affects individual employees and administration of retirement.	None – final approval remains with Full Council.
8	Recommendation of job descriptions and person specifications.	None – final approval remains with Full Council
9	Absence issues under the Council's Attendance Management Policy and Guidelines	Clerk/RFO or committee in the case of the Clerk/RFO
10	Manage the appeal procedure	Appeals Panel To be convened as required by: The Chair of the Personnel Committee and either the Clerk/RFO or the Chairman. The Panel will comprise of three members that have had no prior involvement with the matter under appeal.
11	Personal Development reviews, performance management and appraisals – setting and reviewing.	Clerk/RFO <i>but in the case of the Clerk/RFO the Chair of the Council and the Chair of Staffing and General Purposes Committee</i>
12	Recommendations of training and development	Clerk/RFO in accordance with the budget set by full council. Except in the case of the Clerk/RFO who's personal development is reviewed as defined in point 11 above.
13	Assessment at the end of a probationary period	Clerk/RFO in consultation with Personnel Committee except Full Council in the case of the Clerk/RFO.
14	Issues of contracts of employment	Clerk/RFO except Full Council in case of the Clerk/RFO.
15	Redundancy	None – final approval remains with Full Council.
16	Monitoring Policy in relation to employment	None – final approval remains with Full Council.
17	Health and Safety	To monitor and ensure identified risks are addressed and policies reviewed periodically.

HAWARDEN  
COMMUNITY  
COUNCIL



CYNGOR  
CYMUNED  
PENARLAG

<b>18</b>	Manage grievance procedure	Clerk/RFO, except Personnel Committee in case of Clerk/RFO.
<b>19</b>	Yearly budget	To consider budget pressures and make recommendations to Full Council in relation to staff development and training needs.