

SGJ/HCC/Pers.14.08.19

7th August 2019

TO MEMBERS OF THE PERSONNEL SUB-COMMITTEE:

Councillors Joyce Angell, Janet Axworthy, Helen Brown, Lowri Tegan Earith,
Dave Mackie, Ralph Small and Darren Sterry

Dear Councillor

YOU ARE HEREBY SUMMONED to attend a **MEETING** of the **HAWARDEN COMMUNITY COUNCIL PERSONNEL SUB-COMMITTEE** to be held at **THE COUNCIL OFFICES, GLADSTONE PLAYING FIELDS, HAWARDEN** on **WEDNESDAY 14TH AUGUST 2019 AT 10.00 a.m.**

The agenda and papers are attached. Please note that some items might not be able to be discussed as this will be dependent upon the agreed Terms of Reference of the Committee (item 4).

Yours sincerely

S G JONES
Clerk & Financial Officer



PERSONNEL SUB-COMMITTEE

14TH AUGUST 2019

A G E N D A

1. APPOINTMENT OF CHAIR:

To appoint a Chairman for the municipal year 2019-20.

2. APOLOGIES FOR ABSENCE:

3. DECLARATIONS OF INTEREST:

To receive any declarations of interests from Members.

4. TERMS OF REFERENCE:

Members will recall that at the Council's AGM on 13th May 2019 it was agreed to establish a Personnel **Sub-Committee** to review detailed staffing matters for recommendation to the Staff and General Purposes Committee/Council. The draft Terms of Reference were approved, in principle, by the Community Council at its meeting on 10th June 2019, subject to approval or otherwise by this Sub-Committee.

5. CLWYD PENSION FUND: SERVICE LEVEL AGREEMENT:

To consider and approve the attached SLA received from Flintshire County Council for recommendation to full Council/Staff and General Purposes Committee.

6. PERSONNEL POLICIES:

To review and approve the attached Personnel Policies:

- Grievance and Disciplinary
- Early Retirement (including Flexible Retirement)
- Equality and Diversity (to replace Equal Opportunities)
- Dignity at Work/Bullying and Harassment

7. COMMUNITY GOVERNANCE QUALIFICATION:

To consider a request from the Clerk and Financial Officer to undertake the Community Governance qualification. The 2020 Prospectus is attached for members' information. This is a part time, distance learning programme with three, 24-hour residential study days per year.

Community Governance is an advanced qualification for local council officers who work with local communities. At Level 4 in the national framework, it builds on CiLCA and leads to a Certificate of Higher Education in Community Governance. This award is recognised in law as a qualification for Clerks. It is tailored specifically to the needs of local council officers and therefore highly relevant to the work that we do.

8. TRAINING ASSOCIATE:

To consider a request from the Clerk and Financial Officer to apply to become a Training Associate as outlined in the attached request for the recruitment of additional training associates.

9. MOBILE PHONES:

To agree the use of work mobile phones or an alternative arrangement based on current usage.

10. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To consider the exclusion of the press and public as the following matters relate to confidential staffing matters.

11. SALARY REVIEWS AND CONTRACTS OF EMPLOYMENT:

To consider a verbal report by the Clerk and Financial Officer following advice received from the Society of Local Council Clerks.

12. UNIFORM/TOOL ALLOWANCES:

To consider a verbal report by the Clerk and Financial Officer.