

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD 23RD FEBRUARY 2022
IN THE GREEN ROOM, ASSEMBLY ROOMS, PRESTEIGNE AND VIA VIDEO
CONFERENCING**

Present: Cllrs. F. Preece (Mayor), D Davies, D Edwards, B Baynham, C Kirkby MBE, C Ruby (via video link)

Apologies: None.

Declarations of Interest: Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

Personal: None.

Personal and Prejudicial: None.

MIN ST11/21 EXCLUSION OF PUBLIC AND PRESS

Resolved under the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting during the consideration of the following business because of the confidential nature of the following items.

No public were present.

MIN ST12/21 INITIAL REVIEW OF ITEMS LISTED IN DECEMBER FULL COUNCIL MINUTES

Recruitment of Locum to cover Long Term Absences:- After contact with One Voice Wales and the SLCC, it was agreed that the Council would adopt the procedure of engaging the SLCC Consultancy Service (consultancy@slcc.co.uk) for a locum clerk. On the occasion of the Clerk's sickness, a meeting with the Mayor and Deputy Mayor be convened to decide when to action this procedure. An up-to-date costing would be provided at the time. This would then be agreed and put in place to cover the sickness of the Town Clerk.

Attendance at Meetings and taking of Annual Leave: The Committee were pleased to note the Clerk's comments re meetings attended. The Committee were pleased to note that holidays were up to date.

Contacting Clerk at Weekends: The Committee acknowledged that urgent weekend work was part of the Clerk's role, however Members to be periodically reminded not to ring at weekend unless absolutely necessary.

Suggestion for Work Mobile Telephone: The Committee noted that the Clerk thinks this is a good idea for the future. To be reviewed in November during the Annual Appraisal. For any new clerk appointment, it was agreed that a work mobile would be provided at the outset.

Procedure for Allotment Issues: The Committee noted that this was now in place.

MIN ST14/21 URGENT BUSINESS INFORMATION

List of Emergency Contacts: The Clerk be reminded that, In the December meeting (Minute 3993), she was asked to provide an Emergency Contact List to be held with the Mayor and Deputy Mayor.

Summary of Recommendations -

Review of Hours paid to be carried forward to November Staffing Meeting.

Members to be reminded to only contact the Clerk at weekends if essential.

Provision of Mobile Telephone to any future Clerk to be noted.

Need for Emergency Contacts List.