

MONMOUTH TOWN COUNCIL

Shire Hall
Agincourt
Monmouth
NP25 3DY



Tel: 01600 715662

Email: townclerk@monmouth.gov.uk
www.monmouth.gov.uk

Minutes of the
Staffing sub-committee Remote Meeting
held on
Tuesday 19th January 2021 at 4:00 p.m.

Present: Cllr R Smith (**Chair**)
Cllr M Feakins
Cllr J Lucas
Cllr T Christopher

26.	Attendance and Apologies for Absence Apologies for absence were received and accepted from Cllr R Roden. No apologies were received from Cllr C Blair.
27.	Declarations of Members Interests and Dispensations To receive declarations of interest in items on the agenda in accordance with Part III of the Local Government Act 2000. There were none.
28.	Local Government Pension Scheme Exit Cap To note the requirements to report on capping for redundancy and business efficiency exits. It was resolved to note the requirements to report on capping for redundancy and business efficiency exits and that the recent redundancies were not capped and to report same to the pension provider.
29.	Exclusion of the Press and Public It was resolved to exclude members of the press and public from the meeting during consideration of the following items of business, by the Public Bodies (Admission to meetings) Act 1960, Section 1 (2), on the grounds of confidentiality'.
30.	Staffing Sub Committee Minutes To approve the Confidential Minutes of the Staffing Sub Committee Meeting held on 06.11.2020. It was resolved to approve the Confidential Minutes of the Staffing Sub Committee meeting held on 06.11.2020.

<p>31.</p>	<p>Appointment of Town Clerk/RFO To consider and recommend for approval to Full Council, the job description, salary scale, advertisement and timeline to fill the new post.</p> <p>a) It was resolved that Cllr Feakins would seek advice from Ellis Whittam.</p> <p>Consideration was given to the proposal to utilise the services of One Voice Wales as per the quote provided. It was noted that the Locum Clerk can provide a draft application form for consideration by the sub-committee.</p> <p>b) It was resolved to recommend to Full Council that the SSC be responsible for the recruitment of the Town Clerk with ad hoc support to be provided by the Locum Clerk and OVW as required.</p> <p>c) It was resolved to recommend the proposed salary scale range, draft job description and person specification and draft advertisement to Full Council for approval.</p> <p>d) It was resolved to recommend to Full Council that the vacancy be advertised in the South Wales Argos (up to £300 for one week), on Indeed (up to £1,200), with the Society of Local Council Clerks using their Gold package (4 weeks - £337 + VAT), with OVW (free), using social media (free) and on MTC website (free) to a maximum of £2,000.</p> <p>e) It was resolved to recommend the proposed recruitment timetable for approval by Full Council.</p> <p>f) It was resolved to recommend to Full Council that the interview panel be made up of members of the SSC plus one other as an independent observer/participant and to request delegated authority be given to the SSC to determine the number and make-up of the sifting and interview panel.</p> <p>It was agreed that the interviews should be held over zoom.</p>
<p>32.</p>	<p>Existing Roles Review To review the current roles including job descriptions and salary scale ranges.</p> <p>After much discussion it was resolved to set up a task and finish group consisting of Cllr Feakins and Cllr Smith to work with the Locum Clerk to review the job roles, job descriptions and salaries of the current posts and report back to the next meeting.</p>
<p>33.</p>	<p>Staff Issues (Standing Item) To consider any issues staff may wish to raise. Cllr Feakins advised that he had spoken to both staff members to enquire if there were any issues and to encourage them to approach members of the SSC if they need to.</p>
<p>34.</p>	<p>Date of Next Meeting The date of the next meeting was set for Tuesday 16th February at 4pm and will review the current posts and determine the make-up of the interview panel.</p>

The meeting ended at 17.45