

# MONMOUTH TOWN COUNCIL

Shire Hall

Agincourt Square

NP25 3DY

Tel: 01600 732722

Email: [townclerk@monmouth.gov.uk](mailto:townclerk@monmouth.gov.uk)

[www.monmouth.gov.uk](http://www.monmouth.gov.uk)



## Minutes of the Meeting of the Staffing Sub Committee held on Friday 4th February 2022 at 3.00 pm in the Mayors Parlour - Shire Hall

**Present:** Cllr R Smith (Chair) Cllr M Feakins (*arrived late*)  
Cllr T Christopher Cllr Lucas (*left early*)

**In Attendance:** C. Williams (Town Clerk/ RFO)  
Cllr K Jackson-Graham  
Cllr C Blair

Item No.	<u>Details</u>	Action
44/SSC/21	<b>Attendance and Apologies for Absence</b>  Apologies were received from Cllr Roden. Cllr Feakins apologised for arriving to the meeting late.	
45/SSC/21	<b>Declarations of Members Interests and Dispensations</b>  There were no declarations of interests recorded at the meeting.	
46/SSC/21	<b>Staffing Sub Committee Minutes</b>  It was <b>resolved</b> to confirm the minutes of the meeting held on 9 <sup>th</sup> November 2021 as a true record.	
47/SSC/21	<b>Date of Next Meeting</b>  It was confirmed that the date of the next meeting would be after consideration of the applications for Administrative Support Officer in readiness for the recommendations to be taken to the Full Council meeting on 28 <sup>th</sup> February 2022.	
48/SSC/21	<b>Exclusion of the Press and Public</b>  It was <b>resolved</b> 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.	

Item No.	<u>Details</u>	Action
<p><b>49/SSC/21</b></p>	<p><b>Staff Issues</b></p> <p><u>Staff Contracts</u></p> <p>It was <b>resolved</b> to approve the draft contracts prepared by WorkNest (formerly Ellis Whittham) subject to:</p> <ul style="list-style-type: none"> <li>(a) the manuscript amendments made during the meeting;</li> <li>(b) approval of the manuscript changes by WorkNest; and</li> <li>(c) personalisation of the contracts for each Officer.</li> </ul> <p><u>Staff Complaint</u></p> <p>Councillors heard from the member of staff who raised a grievance against a Councillor. The Councillor apologised directly to the member of staff which was accepted. It was agreed that the matter did not need any further resolution.</p>	
<p><b>50/SSC/21</b></p>	<p><b>Town Clerk and RFO Support Officer Job Application Progress</b></p> <p>It was noted that the first tranche of applications had been considered and arrangements for the second tranche had been made for Tuesday 8<sup>th</sup> February 2022.</p>	

**The meeting came to a close at 4.02 pm**