

Public Document Pack

MONMOUTH TOWN COUNCIL

Shire Hall
Agincourt Square
NP25 3DY
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www.monmouth.gov.uk



Date: 21 February 2022

**To the Mayor and Members of Monmouth Town Council
NOTICE OF THE STAFFING SUB COMMITTEE MEETING**
You are summonsed to attend a **Remote Meeting** to
be held via Zoom conferencing
on **Friday 25 February 2022 at 3.30 pm** for
transacting the following business:

Caitlin Williams
C Williams – Town Clerk & RFO

AGENDA

Zoom Meeting Link for Councillors, Press and Public:
<https://us02web.zoom.us/j/6448209406>

Zoom Meeting Telephone Number for Councillors, Press and Public:
020 80806592

Meeting ID: 644 820 9406

Please note: If agreed, members of the press and public will be excluded from the meeting for the confidential items.

1.	Attendance and Apologies for Absence To receive and accept apologies for absence
2.	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
3.	Staffing Sub Committee Minutes (Pages 1 - 4) To approve the Minutes of the Staffing Sub-Committee meeting held on Friday 4 th February 2022.
4.	Date of Next Meeting To discuss the date of the next meeting

5.	Exclusion of the Press and Public To resolve 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'
6.	Staff Recruitment To discuss and agree the appointment of the Administrative Support Officer and to agree any actions.

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**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	Attendance and Apologies for Absence Apologies were received from Cllr Roden. Cllr Feakins apologised for arriving to the meeting late.	
45/SSC/21	Declarations of Members Interests and Dispensations There were no declarations of interests recorded at the meeting.	
46/SSC/21	Staffing Sub Committee Minutes It was resolved to confirm the minutes of the meeting held on 9 th November 2021 as a true record.	
47/SSC/21	Date of Next Meeting 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 th February 2022.	
48/SSC/21	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.	

Item No.	<u>Details</u>	Action
<p>49/SSC/21</p>	<p>Staff Issues</p> <p><u>Staff Contracts</u></p> <p>It was resolved to approve the draft contracts prepared by WorkNest (formerly Ellis Whittham) subject to:</p> <ul style="list-style-type: none"> (a) the manuscript amendments made during the meeting; (b) approval of the manuscript changes by WorkNest; and (c) personalisation of the contracts for each Officer. <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>50/SSC/21</p>	<p>Town Clerk and RFO Support Officer Job Application Progress</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 8th February 2022.</p>	

The meeting came to a close at 4.02 pm

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