

**Minutes of the Bryneglwys Staffing Committee Meeting
held 10th October 2018 at Canolfan Iâl, Bryneglwys**

Present: Cllrs Paul Anyon, Andrea Choudhury and Pat Downes.
In attendance was the Clerk & RFO David Rose.

Meeting commenced at 19:05

SC 1 Apologies:
None

SC 2 Declarations of Interest – Standing Order No. 56:
The Clerk read the Declaration of Interests statement.

No interests were declared.

SC 3 Public Participation Session – Standing Order No. 65:
No members of the public were in attendance

SC 4 Election of Chair:
The Clerk advised that as this was the first meeting of the Staffing Committee this financial year then it was necessary to elect a Chair and subsequently called for nominations.

Cllr Choudhury proposed Cllr Anyon and was seconded by Cllr Downes. Cllr Anyon accepted the nomination. As there were no further nominations Cllr Anyon was duly elected Chair of the Staffing Committee to serve until the first meeting of the committee in the next financial year.

Cllr Anyon took the chair.

SC 5 Election of Vice-chair:
The Clerk called for nominations.

Cllr Choudhury proposed Cllr Downes and was seconded by Cllr Anyon. Cllr Downes accepted the nomination. As there were no further nominations Cllr Downes was duly elected Vice-chair of the Staffing Committee to serve until the first meeting of the committee in the next financial year.

SC 6 Clerk's Probationary Period 1st February to 31st July 2018:
The work completed by the Clerk since being appointed and the progress that Council have made with the Clerk's guidance was discussed and considered. **It was resolved** to confirm the Clerk in post as the Clerk & Responsible Financial Officer for the Council. A Confirmation of Employment letter was signed by the Chair of the Staffing Committee.

SC 7 Clerk's 2018/19 Contract of Employment Revision:
The Clerk explained that the Contract of Employment section 9.1 had been revised purely to update it based on the NALC Employment Briefing EO1-18 to record the salary point and hourly rate with effect from 1st April 2018. A date of revision had also been added to the title page. **It was resolved** to approve the revised Contract of Employment and the Chair and Clerk signed two copies with the Chair retaining one of them.



SC 8 Next Meeting:

The next Staffing Committee Meeting to be held on Thursday 21st March 2019 at 7:00pm at Canolfan Iâl, Bryneglwys, just prior to the Council Meeting. This meeting intended to be a Performance Management Review of the Clerk for the twelve months from February 2018 to January 2019.

Meeting closed at 19:25

Approved as being a correct record by ...

Chair *Paul Anyon*
Cllr *PAUL ANYON*

Date: *18-10-2018*



STAFFING COMMITTEE MEETING

BUSINESS TO BE TRANSACTED

AGENDA
10th October 2018

1. to receive apologies for absence
2. Clerk to read Declaration of Interests statement
3. Members are invited to declare personal or prejudicial interests in items of business itemised on the Agenda [SO 56]

Public Participation Session

This provides an opportunity for members of the public to raise questions and comment on items on the Agenda.

4. Election of Chair
5. Election of Vice-chair
6. Clerk's Probationary Period 1st February to 31st July 2018
 - a. *to review and consider the Clerk's performance during the probationary period*
 - b. *to decide whether to confirm the Clerk in position or extend the probationary period*
7. Clerk's 2018/19 Contract of Employment Revision
 - a. *to approve the contract of employment revision to take account of the NALC Employment Briefing EO1-18*
 - b. *if approved to sign the revised contract of employment*
8. Date of the next Staffing Committee to be agreed.



David Rose
Clerk & RFO to the Community Council

David Rose, Clerk & Responsible Financial Officer
Isis, Allt Yr Efail, Llandegla, Denbighshire, Wales LL11 3AW
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Mr D Rose
Isis
Allt Yr Efail
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Denbighshire
LL11 3AW

10th October 2018

Re: Confirmation of Employment

Dear Mr Rose

Further to the review of your probationary period conducted at Staffing Committee on 10th October we are pleased to confirm you in post as the Clerk and Responsible Financial Officer to Bryneglwys Community Council.

Regards



Chairperson
Staffing Committee

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