



## **Newcastle Higher Community Council Staffing Committee**

### **Pwyllgor Staffio Cyngor Cymuned Newcastle Uchaf**

Minutes of Newcastle Higher Community Council Staffing Committee held online  
on **Tuesday 28<sup>th</sup> February 2023 at 6:30pm**

Present Councillors Bennett, Flanagan and Gebbie.

HR1/23 To receive nominations for and elect a Chair of the Council for 2022/23  
Cllr Flanagan was proposed by Cllr Bennett to become chair for 2022 /23. Seconded by Cllr Gebbie.

HR2/23 To receive apologies for absence  
Apologies were received from Sarah Botterill and Marged Griffiths.

HR3/23 To receive declarations of Interests (if any) of Members in respect of the business to be transacted  
None were noted.

HR4/23 To Approve Policies for Adoption

- *Whistleblowing*
- *Grievance*
- *Disciplinary*
- *Capability*
- *Complaints*
- *Equality and Diversity*

It was proposed to accept these policies with Cllr Gebbie seconding.

Policies were agreed to be reviewed bi-annually.

It was noted that the following policies should be explored:  
Local procurement policy and Migrant workers, exploitation and prevent work.

HR5/23 Clerk Recruitment Process  
The Committee discussed the job description and person spec and agreed its use and to promote the role through One Voice Wales, on our webpages, on Indeed, and via Town and Community Council forum.

It was noted that an additional point should be added that the clerk should be available for at least one morning a week to complete work.

It was agreed that the vacancy will close on the 24<sup>th</sup> March 2023 with sifting to take place on the 27<sup>th</sup> March with interviews to commence on the 30<sup>th</sup> March 2023 at a local venue. The clerk would be responsible for the arrangements.

It was agreed that the current clerks pay scale was adequate as a Job evaluation form supplied by OVW had been completed to confirm this,

It was agreed to consider 1 regular day base in a local community space so the the Council could be public facing. **Action Point: Cllr Bennett to explore a local space such as the Library**

HR6/23 Councillors Training Plan

Cllr Bennett noted a training plan was required for council but the Clerk had not informed council. It was agreed she would look into examples from other councils and draft one for Council approval at the next council meeting. **Action Point: Cllr Bennett to draft a Training Plan for review and approval at Full Council**

HR7/23 Clerk Handover process for Approval

It was noted that Cllr Griffiths and the Clerk had developed an annual workplan in his tenure and it was suggested it should be provided back to Cllr Griffiths to support the new clerk.

An action log had been agreed as part of the recommendations of the previous internal audit but was not being provided to Council despite requests. It was agreed the Clerk would be requested to update to support a complete handover.

HR8/23 To confirm the date of the next committee meeting

Week of 27th March, date to be confirmed.

Signed ..... Date .....

Chair of Newcastle Higher Community Council