

MINUTES OF A MEETING OF THE STAFFING SUB-COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD AT 5.30 PM ON TUESDAY 17TH DECEMBER 2019 IN THE BACK MEETING ROOM, TOWN HALL, RHIW ROAD

PRESENT: The Mayor, Cllr N Bastow (Chairman)
Cllrs: C Hughes; M Jones (Dep.Mayor); C Matthews and K Swindon

OFFICER: Mrs T Earley, Town Clerk

306/19 Apologies for Absence:

The Chairman opened the meeting and apologies for absence were received from Cllr C Brockley.

307/19 Declaration of any Personal/Prejudicial Interests:

The Town Clerk declared a personal interest in agenda items 4a, 5, 6, 7b and 7c, as these related to personal development reviews, salaries, training, office hours and membership of the SLCC. She offered to answer any questions from members about these items and then retire from the meeting to allow members to discuss, if requested.

308/19 Minutes:

It was noted that, though there was only one member present who had been in attendance at the meeting last year, the draft minutes had been submitted to the Policy & Finance Committee last January and accepted as a true record at that time.

Resolved to approve and sign the Minutes of the last meeting held on 21st November 2018.

309/19 Staff Personal Development Reviews (PDRs):

- a. It was noted that the Clerk's PDR was undertaken last week by the Mayor, Deputy Mayor and Immediate Past Mayor and objectives had been agreed for the year ahead.
- b. The Clerk then gave a brief verbal report confirming the completion of PDRs for the Assistant Clerk and Administrative Assistant in July 2019 (six months after increased hours/roles were implemented). It was noted that the year-end review had recently been completed for the Assistant Clerk and would be completed in the New Year for the Administrative Assistant (due January).

310/19 Salary Estimates:

The Clerk submitted, for consideration, the staff salary estimates for 2020/21. It was noted that these were based on any contractual increments due, together with an estimated cost of living rise (under any national pay award agreement) of 3%. If the settlement was subsequently any higher than this, members noted that any increase would need to be covered from general reserves.

The Clerk recommended that Members review the salary point of the Assistant Clerk. Following the migration onto the new scale points, which had taken effect in April 2019, the salary for the Assistant Clerk had fallen slightly behind the recommended level of 50% of the Clerk's salary (after excluding the additional salary points awarded for qualifications held by the Clerk). There had also been a squeezing of the gap between the Assistant Clerk and the Administrative Assistant's pay, though it was noted that this, in itself, was not sufficient reason to consider an increased pay award.

Due to the Assistant Clerk having now completed most of the SLCC's ILCA (Introduction to Local Council Administration) course and taken on further responsibilities for servicing the General Purpose and Planning Committee, Members agreed that a small pay increase could be justified.

Resolved to recommend that the Assistant Clerk be awarded an increase to new SCP 14 (23 on old scales) with effect from April 2020, which is two points above the substantive benchmark range for LC1, based on experience/length of service and completion of ILCA and in recognition of the additional responsibilities now taken on in respect of servicing the General Purpose & Planning Committee.

Further Resolved to approve the annual salary estimates (V2), as per the Confidential Schedule 'A' attached, and refer this to the Policy & Finance Committee for inclusion in the draft budget for 2020'21.

311/19 Training:

The Clerk submitted, for consideration, the draft Training Plan for staff and members for 2020/21. It was noted that the Draft Local Government and Elections (Wales) Bill is proposing to make it mandatory for all local councils to approve a training plan each year.

Resolved to approve the training plan for staff and members for 2020'21, as detailed in Schedule 'B' attached.

312/19 Other Matters:

- a. Resolved to approve time off in lieu for the Assistant Clerk, who attended the Wales in Bloom Awards event on a Friday (non-working day) in September 2019 (7 hours).***
- b. Resolved to approve the closure of the office at 12 noon on 24th December (any staff working that morning will not be required to take annual leave) and to note that it will re-open at 9am on Thursday 2nd January.***
- c.** The Clerk reported to members that she has recently been elected to the Board of the SLCC, as one of three elected Board members for Wales. This will ensure that North Wales continues to have representation on the Board, after the Caernarfon Town Clerk recently resigned. It will also ensure that the Clerk continues to be kept informed about policy matters affecting local councils in Wales and is consulted when the SLCC responds to Welsh Government consultations. There will be four Board meetings per annum (plus occasional additional meetings by

skype or e-mail communication), however, two of these are tagged onto national training/conference events which the Clerk already attends. Permission was therefore requested to attend the additional two meetings per annum in Council time, rather than taking annual leave.

Resolved to congratulate the Clerk on her recent appointment and permit her to attend the additional two board meetings during normal working hours, i.e. without having to take annual leave.

The meeting closed at 6:05pm

..... Chairman

Training & Development Needs – 2020/21

The Contracts of Employment for Council staff require officers and other employees to maintain up to date knowledge of their functions and duties. The Council undertakes to support necessary agreed training and development and meet all course and examination expenses and any travel and subsistence incurred, in accordance with the agreed scale. The Draft Local Government and Elections (Wales) Act will also require all town and community councils to approve and publish a training plan, to include training for both staff and members of the Council.

1. Clerk

The Clerk is a Principal Member of the Society of Local Council Clerks. As such, she is expected to undertake a number of continued professional development activities annually and maintain a record of these, for submission to the SLCC on renewal of membership each year.

The Clerk seeks the on-going support of the Council in funding and providing time for her to attend the following core CPD/training events during the next financial year:

- a. SLCC/OVV Joint Conference for Wales – (cost approx. £75)
- b. SLCC Leadership in Action Conference – (2 day - cost approx. £295)
- c. SLCC National Conference – October (2 day - cost approx. £360)
- d. SLCC Practitioners Conference – Feb/March (2 day -cost approx. £295)
- e. SLCC Wales one day regional training seminar (cost approx. £75)
- f. Other local SLCC branch meetings or Conwy Clerks' training events, as and when they occur (usually time and travel expenses only)

2. Assistant Clerk

The Assistant Clerk currently undertakes a number of administrative tasks, along with Mayoral secretarial duties, and is also expected to deputise for the Clerk during any periods of annual leave or other absence.

During 2018/19 she completed working through the SLCC's 'Introduction to Local Council Administration' training course, which is a modular based course covering the main aspects of local council administration and was undertaken jointly with the Administrative Assistant. It is possible that one or both staff may wish to progress to register for the Certificate in Local Council Administration (CiLCA) at some future date (cost approx. £250).

It may also be beneficial for the Assistant Clerk to attend occasional CVSC IT refresher courses, specifically Microsoft Excel, Access and Publisher, or other local CPD courses relevant to her work (e.g. Data Protection), as and when these are available. Estimated total costs £100.

3. Administrative Assistant

The Administrative Assistant has also completed the SLCC's Introduction to Local Council Administration course. This may progress to registration for CiLCA in the future (cost approx. £250).

4. Cleaner/Caretaker

It is necessary for the cleaner to have a basic understanding of health and safety issues and CoSHH regulations etc., for which occasional training may be beneficial (cost unknown, but expected to be no more than £50 p.a.).

5. Members

The Council encourages and supports its Members to take up appropriate training opportunities, as and when these arise. Approximate costs for training courses delivered by One Voice Wales are £60 per session (as non-members). Training may also be available from CCBC, Planning Aid Wales or other bodies during the year.

It is recommended that the Council maintains a budget of £1,450 p.a. to support member training costs, allowing for an average of one course per member per year.

Total Annual Training Budget Required = £3,200