



**Minutes of a meeting of Rhuddlan Town Council's Personnel Committee held at the Community Centre, Parliament Street, Rhuddlan on Thursday 5<sup>th</sup> January 2017.**

**PRESENT:** Cllrs. A. Roberts (Chairman) S. King, A Smith and M. Kermode (Clerk for the meeting); together with the Town Clerk.

- 1. DECLARATIONS OF INTEREST** – None
- 2. URGENT MATTERS AS AGREED BY THE CHAIRPERSON** – None.
- 3. MINUTES** – The minutes of the meeting held on 24<sup>th</sup> November 2016 had been considered and approved by the Town Council on 8<sup>th</sup> December 2016.
- 4. MATTERS ARISING** – DCC's IT team had been asked if they would update and service the laptop but had not yet responded. The Town Clerk said that she had obtained an estimate from a local firm to do this work for the sum of £60. It was agreed to **recommend** that if there is any undue delay from DCC then the work can be done by the local firm.
- 5. PART 2 BUSINESS** – It was proposed, duly seconded and unanimously agreed that in accordance with Section 100A (4) of the local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item of business because it is likely that exempt information as defined in paragraph 1 of Part 4 of Schedule 12A of the Act would be disclosed.
- 6. WORKING AT HOME – HEALTH AND SAFETY – RISK ASSESSMENT** – The Town Clerk had undertaken a review of her working at home arrangements using a framework she had obtained from Anglesey Council and she reported that the arrangements were generally satisfactory. The only issue of concern was that the Council's various files had been provided to her in a number of cardboard boxes and this gave some difficulties in storing and organising the files and with confidentiality. It was agreed to **recommend** that the Council purchase a suitable and lockable filing cabinet for use by the Town Clerk.
- 7. TOWN CLERK'S PROBATIONARY PERIOD REVIEW** – The meeting took place at the close of the 13 week probation period. Discussions took place focussing on the main elements of the Town Clerk's job and responsibilities; namely Council Operations and Governance, Financial Matters, Communications, Information Technology and Continued Professional Development. The discussions showed that the Town Clerk has made satisfactory progress on all of these matters.

In terms of Council finance, the Town Clerk said that she had reviewed the last report from the Auditor and had seen that the Council had not reclaimed VAT during the past two years. She was making contact with the VAT team from HM Revenue and Customs to resolve this matter. It was recognised by Councillors that the VAT process often requires specialised skills and knowledge and it was agreed to **recommend** that the Town Clerk be able to seek support from the accountancy firm used for the Council's payroll services if this was necessary.

The Town Clerk also reported that the present printer was not totally suitable for the communications that she needs to carry out for Councillors; e.g. there is a problem in scanning and printing multi-page documents. It was agreed to **recommend** that a new and more suitable printer be purchased and that the opportunity be taken to review the benefits and economies of using a laser printer.

All Councillors commented very positively the Town Clerk's performance during these early weeks of her post and it was unanimously **resolved** that the Town Clerk had now completed the contractual probationary period to the Committee's satisfaction.

**8. WORKING ARRANGEMENTS** – Two issues regarding the Town Clerk's working arrangements were discussed.

The first was to support the **recommendation** by the earlier meeting of the Website Committee that the Town Clerk's hours be increased by 12 hours per month in connection with the development and management of a new website and social media facilities. Cllr. Smith raised the issue of Council photographs and it was decided to address this matter at a later date.

The second matter related to the potential use of the Library as a base for the Town Clerk. It appeared unlikely that the Library would provide a full office facility and it was more likely that they would allow the use of a room for parts of the week. The Town Clerk would therefore need to continue to use her home as the main office base. The Town Clerk had reviewed her working arrangements and the potential use of the Library for short periods in the week and her initial suggestion was that her main working days would be Tuesday, Wednesday and Thursday afternoon, with this being spent in the Library. It was generally felt that this was a useful proposal and Cllr. Smith said that it would provide a clearer definition about working hours and provide a Town Council presence in the Library. Cllr. King asked how urgent matters would be addressed outside of the formal working hours and the Town Clerk said that she would be reviewing her e-mails on a daily basis and dealing promptly with any matters that required quick responses. It was agreed to **recommend** that the Town Clerk have discussions with the Library Service managers about her proposals to use the Library as a base on Thursday afternoons.