



Minutes of a meeting of Rhuddlan Town Council's Personnel Committee held at the Community Centre, Parliament Street, Rhuddlan on Thursday 21st September 2017.

PRESENT: Cllrs. A. Roberts, A Smith and M. Kermode (Personnel Adviser and Clerk for the meeting); together with the Town Clerk.

APOLOGIES – Cllr. G. Rowlands.

1. **DECLARATIONS OF INTEREST** – None
2. **APPOINTMENT OF CHAIRPERSON** – Cllr. A. Roberts was appointed Chairperson.
3. **URGENT MATTERS AS AGREED BY THE CHAIRPERSON** – None.
4. **MINUTES** – The minutes of the meeting held on 9th March 2017 had previously been considered and approved by the Town Council.
5. **MATTERS ARISING** – Cllr. Kermode reported that he had not been able to attend the One Voice Wales Conference on 12th July.
6. **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.
7. **TOWN CLERK'S ANNUAL APPRAISAL AND CONTINUED PROFESSIONAL DEVELOPMENT** – Members discussed a report which considered the framework for the appraisal and its associated processes. It was agreed that the appraisal by the Mayor and Deputy Mayor will focus on the key elements of the Town Clerk's role. These being Council Operations and Governance – Financial Matters – Communications – Information Technology – Continued Professional Development. Prior to the appraisal the Mayor will give all members of the Council the opportunity to give him, in confidence, their observations on the ways that they see the Town Clerk meeting these roles. At present there is no formally agreed process to resolve any appeals should there be any significant disagreement with the appraisal discussions; if these do arise the Council will need to set up suitable appeals arrangements.
8. **SALARY AND PENSION ARRANGEMENTS** – The Town Clerk gave an update regarding progression with her pay grade increments. She also stated that Sage Accountancy is handling salary and pensions arrangements in a satisfactory way.