

Minutes for the Staffing
Committee Meeting of Llantrisant Community Council held at Llys y Cwm on
24th October, 2017 at 6.30pm

Present:

Cllr A Moss (In the Chair)	
Cllr J Barton	Cllr A Matheson
Cllr D Nicholas	Cllr T Crutcher

Also present: Clerk - Catherine Craven RFO/Deputy Clerk: Alison Jenkins

1	To nominate a Chair of the Staffing Committee
Resolved: Cllr A Moss was nominated Chair	
2	Apologies
	Apology received from Cllr V Nicholas. Apology was noted.
3	To receive disclosures of personal interests in accordance with the Code of Conduct
	Cllr Barton "I am Chair of the Trustees BATCL and Chair of YGG Castellau" Cllr David Nicholas " I am a Governor at Ysgol Gynradd Castellau."
4	To review role of Caretaker for both Llys y Cwm Hall and Caerlan Hall and the Parish Office and agree a recommendation for full council for the way ahead.
Resolved: recommendation to full Council	
<ol style="list-style-type: none"> 1. Advertise a Halls Caretaker post at 25 hours per week, NJC Pay Scale 13. 2. Delegated power be given to the Staffing Committee shortlist and interview applicants and appoint a suitable person to the role. 	
5	To review the first 5 months of the new office structure
	Committee were pleased the new working arrangements were meeting business needs and both members of staff had developed a positive and productive working relationship. During the probationary period the RFO had taken time to share local knowledge with the Clerk and had been guided through the payroll procedures.
Resolved: recommendation to full Council	
<ol style="list-style-type: none"> 1. Confirm appointment of Clerk following the successful completion of her probationary period. 2. Staffing Committee review Job descriptions in six months. 	
6	To note staff sickness during the last three months
	Members noted the Clerk and RFO have been taking on additional duties to cover long term sickness of other members of staff. In future the cover should not be provided in the evenings at Youth Club and acknowledge that the ratio of children attending to staff present will be reflected with this new arrangement.

The meeting ended at 7.15pm

Signed.....*D. F. Nicholas*.....

Date *19-12-17*.....