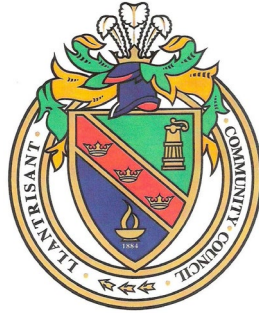


**CYNGOR CYMUNED LLANTRISANT
LLANTRISANT COMMUNITY COUNCIL**

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Newbridge Road
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CF72 8EX

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Clerk: Mr G E Hopkins JP BA(Hons)



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24/08/2023

COMMITTEE SUMMONS

TO: MEMBERS OF THE STAFFING COMMITTEE

YOU ARE SUMMONED to a **VIRTUAL MEETING** of the **STAFFING COMMITTEE** of Llantrisant Community Council to be held on Thursday 31st August 2023 at 6.30pm.

The Agenda for the meeting is attached.

The meeting is accessible online pursuant to the Local Government and Elections (Wales) Act 2021. Please join the meeting using the following link or Meeting ID:

<https://us06web.zoom.us/j/81247117129>

Meeting ID: 812 4711 7129

I should be grateful if you would confirm your attendance.

Yours faithfully,

A handwritten signature in black ink that reads 'Geraint Hopkins'.

MR. G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

A VIRTUAL MEETING OF THE

STAFFING COMMITTEE

TO BE HELD VIA ZOOM ON THURSDAY 31ST AUGUST AT 6.30PM

AGENDA

Item	Page
1. Apologies for absence To receive any apologies of absence from Members.	
2. Declarations of Interest To receive disclosures of personal interest from Members in accordance with the Code of Conduct.	
3. Committee Membership and Terms of Reference To note the membership of the Committee and its Terms of Reference as agreed by the Annual Meeting of Council.	3 - 4
4. Exclusion of the Public and Press The following motion to be agreed to: <i>“By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the full items that follow on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of business to be transacted.”</i>	
5. Staffing Matters To consider any matters relating to the staffing of the Council that the Clerk may bring to the Committee and agree any actions.	
6. Urgent Business To consider any matters which the Chair has deemed reasonably to be urgent.	

MR G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

STAFFING COMMITTEEThursday 31st August 2023**REPORT OF THE CLERK****Committee Membership 2023/2024****Cllr David Nicholas (Chair)**

Cllr Julie Barton (Vice)

Cllr David Brown

Cllr Anne Callow

Cllr Glynne Holmes

Cllr David Myles

Terms of Reference

4.3 STAFFING	
Purpose	The Staffing Committee will oversee and consider the staffing of the council. Unless otherwise directed, due to the nature of the purpose and terms of reference, the meetings of this Committee will be closed to the public.
Terms of reference	The role of the Committee is: • To manage and oversee the work of the Clerk in his or her duties as Proper Officer and manager of all other staff; • To consider the staffing needs of the Council and make recommendations to the Council for the staffing structure • To make recommendations to Council on all matters relating to recruitment, human resources policies, procedures and requirements, pay, terms and conditions • To consider grievance and disciplinary matters;
Delegated Powers	This Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to Full Council. Specifically, the Council delegates power to this Committee to: • consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service

	• review job descriptions, person specifications and all contracts of employment. • manage long term sickness and incidents at work in line with the council's agreed policies • review employees pay awards and increments • oversee any disciplinary investigation in line with the council's disciplinary procedures which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken • oversee an employee's formal grievance(s) in line with the council's grievance procedures • ensure that confidentiality is maintained over all staffing matters by all members of the council • provide at least two Members to constitute, along with the appropriate senior Officer, the Interview Board for all applicants for Council employment. • grant the Interview Board the authority to make offers of employment with the exception of the role of Proper Officer whose appointment shall be referred to Full Council. On making an offer of employment the Interview Board shall offer no more than the base salary agreed for the job plus 10% without reference to Full Council.
Frequency	The Committee will meet at least twice in each municipal year.
Membership	6 Members of the Council

MR. G. E. HOPKINS J.P.

CLERK