



**Minutes of the Personnel Committee of the Council Held**

**Via Zoom**

**On Friday, 11<sup>th</sup> February 2022 at 11.00am**

**Meeting started at 11.09 am**

**171. Members Present**

G. Moore, Presiding.

Councillors: D. Jones, S. Thomas.

**Also In Attendance**

Councillor: C. Petrie.

**Apologies for absence (Agenda item No 1)**

Cllr. L. Preece.

**172. Staff Contract (Agenda item No 2)**

It was agreed by all members that Cllr. C. Petrie could attend the meeting due to his knowledge and experience in this area, the members waited for Cllr. C. Petrie to join.

The minutes of the previous Personnel Committee Meeting were re-affirmed.

All members agreed the Contract and the Job Description should be split into two separate documents.

Proposed by G. Moore, seconded by S. Thomas that regular meetings of the Personnel Committee should take place to review and where necessary create policies pertaining to staff and related matters, all members voted for this proposal.

All members agreed these meetings will take place weekly on Monday's at 10:30 am and will start on the 21<sup>st</sup> February 2022 and continue until the 21<sup>st</sup> March 2022 when they will pause until after the election and the Council's AGM in May.

All members agreed these meetings will include Cllr. C. Petrie as a member of the Policy Working Group

The members have agreed most points that needed considering in the Model Contract but there are two entries that need some clarification from the Clerk before the contract can be finalised.

Once these points have been resolved all members agree the Contract should be sent to One Voice Wales for a professional review before being sent to full council with the recommendation of this Committee that it be approved.

### **173. Staff Grievance** (*Agenda item No 2*)

All members voted for the Grievance Procedure to be sent to full Council with the recommendation of this Committee that it be passed.

**14.00 pm the Chair called for an extension. All members present agreed with the extension.**

It was felt that the grievance that was brought to the attention of this Committee at the Ordinary Meeting of the Council on Tuesday, 8<sup>th</sup> February

2022 should be referred to us in writing, stipulating if the grievance is a formal or informal grievance, members felt this could impact how it should be handled.

All members agreed a letter should be sent to the Clerk and the Councillor concerned offering them the chance to respond in writing, the Committee will reconvene in a week to consider this matter again if a written response is received.

**The meeting was closed at 14.23 pm**

Signed.......... Dated 08/03/2022