



Be kind



Bydawch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Dyddiad/Date: 23rd November 2023

Dear Member of the Staffing Committee,

There will be a meeting of the Staffing Committee held at 11.30am in the Council Chamber and by Microsoft Teams on Wednesday the 29th of November 2023.

All meetings of the Staffing Committee are subject to the following Resolution;

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the full item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Yours faithfully,

C. Kennedy

Cathy Kennedy
Town Clerk

AGENDA

1. To note any apologies for absence.
2. To receive any declarations of interest relating to items on the agenda. Members are reminded of the provisions of paragraph 11 of the Members Code of Conduct and more particularly paragraph 11.1.
3. To consider and approve the minutes of the previous meeting held on the 19th of October 2023.
4. To note the uplift of the National Association of Local Council PayScale's.
5. To discuss and make a decision relating to staff safeguarding.
6. To consider a report regarding the following:
 - a) Draft job description aimed at filling the recently vacated position of Deputy Town Clerk. The job description has undergone a thorough review and update in accordance with recommendations from the Council's HR advisors.
 - b) Discuss a policy and procedure regarding staff entitlements to council-owned assets.
 - c) Draft Marketing and Events Manager Job Description.
 - d) Options for recruitment support, appraisal system and staff handbook as recommended by the Council's HR advisors
7. To receive an update regarding staff annual leave and time off in lieu taken since the last meeting.
8. To consider and approve the draft budget for 2024/25.