



Be kind



Bydawch yn garedig

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

MINUTES OF A MEETING OF THE STAFFING COMMITTEE

Held in the Council Chamber at 2pm, Monday 12 February 2024

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions regarding Staffing 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.

PRESENT: The Mayor Cllr Malcolm Wilson, The Deputy Mayor Cllr Heather Weddell, Cllr John Andrew, Cllr Alec Trousdell, Cllr Peter Carter and the Independent Consultant, Peter Finnis

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

The minutes from the meeting on 12 December 2023 were submitted and approved and the Chair was authorized to sign them as a correct record subject to a change to item 7 where it should be stated that action on the resolutions under this item are pending the outcome of the investigation referred to at item 7 below.

The independent consultant was asked for advice as to how best to construct future minutes of the staffing committee in order to balance the need for detail with respect for confidentiality. The committee was advised that best practice is to treat all committees as being open until a specific resolution to exclude the public is passed. Thus, taking the items at this meeting as an example, the process would be as follows:

- (a) Start in open session to deal with items 1 to 5 and then vote on 6 to move into confidential session. Then consider item 7 in confidential session.
- (b) Clerk would produce a public set of minutes dealing with items 1 to 6 in full plus a summary minute of item 7 sufficient to inform the public of the nature/subject of the matter without disclosing any confidential detail. The public minute should also state a reason for confidentiality and confirm that the detailed report, minute and debate remains confidential. These minutes should be published for public inspection.
- (c) Clerk would then produce a separate confidential addendum setting out a more detailed minute in respect of item 7 with full resolutions. This part of the minutes should be held in an internal folder only accessible to members and appropriate staff.

The process and practice outlined at (a) to (c) above has been followed at this meeting and in these minutes.

4. MATTERS ARISING

There were no matters arising.

5. DATE OF NEXT MEETING

10am, 12 March 2024

6. EXCLUSION OF THE PUBLIC

Resolved: That, by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions regarding on the following 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.

7. STAFFING MATTERS – OPEN SUMMARY

In accordance with the resolution of the last meeting of the Staffing Committee, a formal internal investigation had now been undertaken in respect of grievances raised by a former member of staff. The investigation was conducted by an independent consultant who now submitted a report of findings and recommendations. This process had taken into account testimony from a wide range of individuals together with documentation evidence. The committee debated the report in detail and thanked the consultant for his work. Accordingly, it was;

Resolved:

1. That, with the exception of recommendations Part 1–(3c) and Part 2–(4), all other recommendations of the independent consultant set out in the investigation report be approved and adopted.
2. That the Investigating Officer be authorized to convey the outcome of this matter to the individuals concerned and to formally ask them to confirm their acceptance of the outcome.
3. That the Mayor be authorized to liaise with the Council's HR Adviser with regard to follow-up work arising from the decisions made.

NOTES:

1. Reason for confidentiality – personal matters relating to staff and individuals.
2. The full minute relating to this item and the report and discussion thereon remain confidential and not for publication.

The meeting closed at 3.55pm

Councillor Malcolm Wilson
Chair