

18 April 2018

Dear Councillor

You are summoned to attend a meeting of the **STAFFING COMMITTEE** of Acton Community Council to be held in the Training room of the **Acton Community Resource Centre**, Overton Way, Wrexham, LL12 7LB on **TUESDAY next 24 APRIL 2018 at 6:30pm.**

Yours Sincerely

Carole Roberts

Clerk to the Council

AGENDA

1. APPOINTMENT OF CHAIRMAN: To appoint a Chairman of the Staffing Committee for the remainder of the 2017/18 Municipal Year.

2. APPOINTMENT OF VICE CHAIRMAN: To appoint a Vice Chairman of the Staffing Committee for the remainder of the 2017/18 Municipal Year.

3. APOLOGIES FOR ABSENCE:

4. DECLARATION OF INTERESTS: To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgment of the public interest and it relates to a financial or regulatory matter.

5. EXCLUSION OF THE PRESS AND PUBLIC

It is recommended that members of the press and public be excluded from the Meeting during consideration of the following items of business as it is likely that, if they were present, there would be disclosure to them of exempt information as defined in the Public Bodies Admission to Meetings Act 1960.

6. TERMS OF REFERENCE: (FOR INFORMATION ONLY)

The Staffing Committee was appointed at the Annual Community Council meeting held on 16 May 2017 with the following **Terms of Reference:**

To deal with matters relating to the role of the Clerk or any other staff that may subsequently be appointed and make recommendations to the Council.

The Committee to have regard to the advice notes prepared by the Society of Local Council Clerks in respect of:

1. The Clerk's Job Description
2. The Model Contract of Employment
3. Disciplinary Procedures
4. Grievance procedures
5. Dignity at Work/Bullying and Harassment Policy

There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

7. STAFFING RESOURCES:

Further to Minute 144, March 2018 to consider and make recommendations to the Council on the provision of additional resources to support the Clerk having regard to:-

- The additional workload being placed on all Community Councils
- The capacity, capability, expertise and ability of Community Councils to meet and continue to absorb new obligations such as those resulting from the General Data Protection Regulations.
- The Community Council undertaking a review of its ability to be ready and have capacity to meet the new and existing challenges within the sector

TO: MEMBERS OF THE STAFFING COMMITTEE: Chair and Vice Chair – Councillors Phil Lloyd and Ralph Hardy together with Councillors Mrs. Anne Evans, Peter Jones and, Kevin Roberts