

30 November 2022

Dear Councillor

You are summoned to attend a meeting of the **STAFFING COMMITTEE** of Acton Community Council to be held remotely in accordance with The Local Government and Elections (Wales) Act 2021, on **TUESDAY 6 DECEMBER 2022** at **6:30pm**. The business to be transacted is as set out in the agenda below.

Please note that the Meeting and those participating will be recorded. Please use this [hyperlink to join zoom remote Staffing Committee Meeting on 6 December 2022](#) or the Meeting ID: 836 6698 2422 and Passcode: 254647

Yours Sincerely

Carole Roberts

Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE:

2. 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.

3. EXCLUSION OF 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.

4. CONFIRMATION OF MINUTES: To confirm the attached confidential minutes of the meeting of the Staffing Committee held on 6 September 2022 as endorsed by the Council at its meeting on 27 September 2022.

5. INFORMATION FROM THE MINUTES :

6. TERMS OF REFERENCE: (FOR INFORMATION ONLY): The Staffing Committee was appointed at the Annual Community Council meeting held on 17 May 2022; a copy of its Terms of Reference will be available at the meeting.

7. CLERK TO THE COUNCIL: To consider various issues raised by the Clerk with the Chair.

8. ADMINISTRATION ASSISTANT POST: Clerk to give an update following a three month probation review.

Please contact Carole Roberts, Clerk to the Council on: 07913 071470 or
E-Mail: actoncommunitycouncil@gmail.com with any apologies or requests for further information.
You can also write to the Clerk at Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB

9. EMPLOYERS PENSION OBLIGATIONS

1. Re-declaration Compliance by 1 December 2022: Clerk to Report on correspondence with the Pensions Regulator ensuring compliance with Pensions legislation.

2. 2022 Actuarial Valuation - Provisional Results and Funding Strategy Statement Consultation: To receive and consider an Email dated 29 November 2022 sent on behalf of Debbie Fielder, Deputy Head of the Clwyd Pension Fund (Copy Circulated separately)

10. STAFFING RELATED POLICIES: The Council at its meeting held on 18 October 2022 tasked this Committee with obtaining Model documents and preparing any Staffing Related Policies identified during the Health Check in Part one of the Toolkit (Minute 82.1 refers). Schedule attached.

11. TIMETABLE OF MEETINGS AND WORK PROGRAMME FOR 2022/23: The Council at its Annual Meeting on 17 May 2022 has set the day and time of meetings for this Committee and it will meet on the first Tuesday of each quarter at 6:30pm as follows: 7 June 2022; 6 September 2022; 6 December 2022 and 7 March 2023.

TO: MEMBERS OF THE STAFFING COMMITTEE: Councillors Caroline Bettley (Chair), Ralph Hardy (Vice Chair) (ex-officio) Anne Evans, Becca Martin, Andrew Moss and Kevin Roberts (ex-officio)

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