

Dear Councillor

You are summoned to attend a hybrid meeting of the **STAFFING COMMITTEE** of Acton Community Council to be held in the Training Room at the Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB and remotely in accordance with The Local Government and Elections (Wales) Act 2021, on **WEDNESDAY 14 JUNE 2023 at 6:30pm**. The business to be transacted is as set out in the agenda below.

Please note that the Meeting and those participating in person and remotely will be recorded. Please use this [hyperlink to join zoom remote Staffing Committee Meeting on 14 June 2023](#) or the Meeting ID836 5513 0217 and Passcode 770880

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 7 March 2023 as endorsed by the Council at its meeting on 21 March 2023.

5. INFORMATION FROM THE MINUTES :

6. CHAIR, VICE CHAIR & TERMS OF REFERENCE: (FOR INFORMATION ONLY): The Staffing Committee was appointed at the Annual Community Council meeting held on 16 May 2023; a copy of its Terms of Reference is attached.

7. CLERK TO THE COUNCIL: To receive a progress update on the various issues raised by the Clerk with the Chair.

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

- 8. ADMINISTRATION ASSISTANT POST:** Clerk to give an update following expiration of the probationary period.
- 9. 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). The Clerk has requested One Voice Wales to provide the remaining model Staffing Policies at a cost of £50.
- 10. TIMETABLE OF MEETINGS AND WORK PROGRAMME FOR 2023/24:** The Council at its Annual Meeting on 16 May 2023 has set the day and time of meetings for this Committee and it will meet on the first **Wednesday** of each quarter at 6:30pm as follows: 14 June 2023; 13 September 2023; 6 December 2023 and 13 March 2024.

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

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