



## Minutes of the Staffing Committee held at noon, 30 May 2019 at 1 Penuel Road, Pentyrch

This was a confidential meeting from which the Press and Public were excluded as per the Public Bodies (Admission to Meetings) Act 1960: The meeting is to deal with staffing issues that include confidential information.

**Present:** Cllrs Mike Sherwood, Sandie Rosser, Stuart Thomas, Jena Quilter

In attendance : Cllr Wynford Ellis Owen  
Helena Fox, Clerk

1. To elect a Chair: Cllr Sherwood proposed Cllr Quilter, seconded by Cllr Rosser. Cllr Quilter accepted the nomination. It was **RESOLVED** to elect Cllr Quilter Chair of the committee.
2. To decide on times and dates for meeting: It was **RESOLVED** that this committee meet as and when needed but definitely before any budget is agreed.
3. To receive apologies for absence: Cllr Chris Priddy
4. To receive any declarations of interest: there were none
5. To discuss follow up from the 2018 staff appraisals: the notes provided by the Clerk were discussed in detail.
  - a. The senior CMO had completed training in use of mobile elevated platforms and injection of Japanese knotweed.
  - b. PCC is working well with a number of local groups via Love Where You Live and use of play and recreation areas.
  - c. Two quarterly editions of the Community Link have gone out on time.
  - d. The grass at Creigiau Scouts is being cut by PCC.
  - e. The Clerk has asked Cardiff about taking over the cutting of grass at the play area at Pentyrch Rugby Club and is arranging a meeting.
  - f. New pulley equipment has been bought for the CMOs.
  - g. CMO winter clothing has been bought.
  - h. Land management tasks such as coppicing and wilder flower sowing will be scheduled.
    - i. Work at the Frog Pond was done by Cardiff Conservation Volunteers.
  - i. The following **RECOMMENDATIONS** were made:
    - i. Along with the annual calendar of staff tasks, a skills matrix be drawn up to inform training needs
    - ii. Staff training for use of the chain and pole saw be scheduled for the CMO
    - iii. PATesting services be advertised on Facebook and the Community Link
    - iv. The Clerk to check CMO use of face masks for sanding wood
    - v. That PCC move to use of recycled plastic for benches
6. To discuss change of job title: It was **RECOMMENDED** that the job title of the Administration Assistant be changed to Community Engagement Officer and a new job description drawn up
7. To discuss staff absence:
  - a. The Clerk updated the committee on a staff absence
  - b. The Clerk will add detail of staff vacations to the monthly Clerk's Reports
  - c. PCC's use of 4 extra days' leave for staff will be re-visited for any new staff contracts. Existing staff will be unaffected.
8. Date of the next meeting: To be decided