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**PENTYRCH COMMUNITY COUNCIL**



**CYNGOR CYMUNED PENTYRCH**

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**STAFFING COMMITTEE – 6.30pm, 8<sup>th</sup> October 2024, via Google Meet**

**DRAFT MINUTES**

**1. In Attendance**

Cllr's Hardy, McGrath, Marshall, Roberts  
Clerk

**2. No declarations of interest**

**3. No public and press**

**4. Staffing policies recommended by One Voice Wales**

a. The Information received from OVW on the Green Book was noted, and it was agreed that although the NALC policies and the model contract of employment refer to Green Book conditions, as they are detailed in the documents there is no need to specifically reference the Green Book.

b. Health & Safety Manual

It was agreed to adopt the updated manual

The Clerk is to review the manual & identify actions to be included in the Worknest dashboard.

c. Maternity Leave

d. Stress Management

e. Whistblowing

It was agreed to adopt these policies and:

- date them for review in 2 years

- include a note within each policy explaining references to "Line Manager" mean either Clerk or Chair of Council

. - it was noted PCC do not operate an enhanced maternity pay provision

In relation to the possible purchase of enhanced insurance to cover long-term absences, this matter be considered as part of the review of the risk schedule.

The policies are to be shared with all employees for comment.

## **5. Recruitment advert for councillors included in Community Link**

It was agreed that the revised advertisement produced by the Administrator was a significant improvement.

The text of the advert is to be amended to show:

- Both residents & those who work within the boundaries of PCC are able to apply
- A closing date, 4 weeks from the delivery of the community link
- The date of the council meeting at which applications will be considered & applicants will be invited to attend

The revised advert is to be included in the next edition of the Link, on Facebook & noticeboards and is to be sent to local businesses & our contacts at local groups.

Should there be no responses to the advert a rolling campaign is to be followed.

## **6. Staff Appraisals**

Cllr McGrath referred to the imminent staff appraisals & encouraged members to provide her with comments.