



Minutes of the Meeting of the Staffing Committee
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:30pm on Thursday, 22nd August 2024

Present: Cllr Danny Grehan (Chair)
Cllr Linda Michel
Cllr Dan Owen-Jones
Cllr Amanda Richards
Cllr Ceirion Skym
Cllr Karen Webb

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Election of Chair

Having confirmed his acceptance of the nomination, it was proposed, seconded and

Resolved: To elect Cllr Danny Grehan to the role of Chair.

2. Apologies for absence

No apologies for absence; all members present.

3. Declarations of Interest

There were no declarations of interest made.

4. Minutes of the previous meeting: 1st May 2024

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 1st May 2024 as a true and accurate record.

Introduction of Standing Order 3(d) – exclusion of members of the press and public

5. Matters pertaining to Staffing

a) Stepping down of Grounds Maintenance Team Leader

Members noted the voluntary stepping down from his supervisory role by the Grounds Maintenance Team Leader with effect from 6th August 2024.

b) Revised job title and rate of pay

It was proposed, seconded and

Resolved: To ratify the decision to amend the member of staff's job title to Grounds Maintenance Operative with a rate of pay set at SCP 9 with effect from 7th August 2024.

6. Matters pertaining to Recruitment

Members agreed to defer discussions on the recruitment of a Grounds Maintenance Team Leader to a later date.

7. Deputy Clerk end of probation

Members unanimously agreed the incumbent had proven to be an asset to the Council's administrative team. It was proposed, seconded and

Resolved: To agree the deputy clerk had passed her probationary period.

8. Matters pertaining to Staffing of a confidential nature

It was proposed, seconded and

Resolved: To postpone disciplinary action in progress in order to hear an employee's grievance in the first instance and at the earliest opportunity.

9. Matters pertaining to a Staff Grievance

Following on from the decision taken above, members discussed the process to be followed.

It was agreed to appoint a panel of three councillors from the remaining members not on the Staffing Committee, if feasible.

It was noted that an appeal period of five days post meeting would be allowed for before scheduling of the disciplinary hearing to follow.

10. Matters pertaining to a Staff Disciplinary

No further discussion was had regarding this matter.

11. Update on matters pertaining to a legal matter of a confidential nature

The Clerk updated members.

Meeting concluded at 7:26pm.