



Minutes of the Meeting of the Staffing Committee
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:30pm on Monday, 14th October 2024

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

Absent: Cllr Amanda Richards

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

No apologies for absence had been received.

2. Declarations of Interest

There were no declarations of interest made.

3. Minutes of the previous meeting: 22nd August 2024

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 22nd August 2024 as a true and accurate record.

4. Matters pertaining to Training

a) Staff Training Agreement

The Clerk presented the draft Staff Training Agreement (STA).

Members were asked to consider a suitable threshold where the cost of an individual training course was sufficiently high as to warrant entering into an agreement with the member of staff. The agreement would require all or part of the cost of training laid out by the Council to be repaid under specified circumstances, as outlined in the agreement.

It was proposed, seconded and

Resolved: To i) set a threshold of £300 per course, above which, an STA must be in place, and
ii) adopt the Staff Training Agreement as presented.

b) Training Plan – Burials team

Members discussed the burials team training in *Cemetery Management*, the first module of ICCM's Certificate in Cemetery Management.

It was noted that Staff Training Agreements would be in place for both members of staff.

c) Training Plan – Grounds team

The Clerk advised that one of the grounds team would be undertaking Brushcutters & Trimmers and Handheld Hedgecutters training within the next six months.

d) Training Plan – Administration

Members noted the Deputy Clerk would be taking on the *Introduction to Local Council Administration* certificate in the forthcoming months.

In addition, the Clerk advised members of the Staffing Committee that online training in *Disciplinary and Grievance procedures* had been sourced and that all members of the committee would be required to complete this at the earliest opportunity.

Cllr L Michel advised that she would arrange *Mental Health First Aid* training for all members and staff of the Council.

5. Matters pertaining to Recruitment

a) Recruitment of Ground Operations Supervisor

Members discussed the role as well as the split of duties.

It was proposed, seconded and

Resolved: To i) approve the Job Description, person specification and salary range, and
ii) proceed with the recruitment of a Ground Operations Supervisor according to the timetable presented.

b) Recruitment of P/T Ground Maintenance Operative

Members discussed the role in terms of the number of hours on offer. It was agreed to keep the position at 16 hours as it was felt this could be increased if necessary but would be difficult to reduce.

It was proposed, seconded and

Resolved: To i) approve the Job Description, person specification and salary scale point, and
ii) proceed with the recruitment of a P/T Ground Maintenance Operative according to the timetable presented.

Both positions would be open to internal candidates.

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

6. Deputy Clerk pay uplift

Following discussion, it was proposed, seconded and

Resolved: To recommend to Full Council an uplift as per the Clerk's report.

7. Matters pertaining to Staffing of a confidential nature

Members noted the contents of the Clerk's confidential report.

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

Members noted the contents of the Clerk's confidential report.

Meeting concluded at 7:22pm.