

Towyn & Kinmel Bay Town Council

Minutes of the HR Committee held on Monday 26th February, 2018 at 7:00pm in the Community Resource Centre.

Present Cllrs: B Griffiths, D Johnson, M Jones

Ex Officio: Cllr N Smith (Mayor)

Non Voting: M Smith

Clerk: Dylan Thomas

1. Chairman

Cllr David Johnson was nominated and approved as Chair.

2. Deputy Chairman

Cllr Morris Jones was nominated and approved as Deputy Chair.

3. Apologies for Absence

Cllrs B McLoughlin and L Knightly were absent without apology.

4. Declaration

There were no declarations of interest.

5. Public Participation

There were no applications from the Public to address the Council.

6. Minutes

The minutes of the meeting held on 23rd October, 2017 were approved and signed.

7. Exclusion of the Public

Agenda item: 8 – Annual Pay Reviews

Resolved that: Approved

8. Annual Pay Review

Resolved that:

a) The Caretakers Salary would increase from Pay Scale Point 6, to Pay Scale Point 8, with effect from 01/04/18.

b) The Salaries for all staff members should be aligned with the 2018-19 NJC agreed pay scales, once confirmed, for the appropriate SCP points (Clerk 34, Admin Assistant 14, and Caretaker 8, with effect from 01/04/18).

c) If confirmation of the new salary scales is not received by 01/04/18, the increases in salaries will need to be back dated to 01/04/18.

9. Noted that:

All staff members have completed an Annual Appraisal/Performance Review for the period 2017-18.

10. Safe Guarding Review

Resolved that:

a) The Town Council would request voluntary DBS checks for all Town Council Staff.

b) The Town Council would reimburse staff with the present £25 DBS check fee.

11. Policies

Resolved that:

The draft staff Declaration of Secrecy Document be approved as presented with no amendments required.

12. Staff Identification Cards

Noted that:

Following the 2018 Independent Annual Health & Safety Audit, Staff Identification Cards have been ordered for all staff members.

Meeting Closed at 7:40pm

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Signed by the Chairman of the HR Committee