

**Minutes of the Meeting of St Davids City Council Staffing Committee on Wednesday 29th May 2024
in the Council Chamber at 9.00am.**

Present: Cllr FD John (Chair), Mayor Cllr BS Sehmi, Cllr ES Evans, Cllr JT Jeremy, Cllr RJ Thornton, with S Mann (Clerk).

- 1 **Apologies for Absence.** Members were requested to directly inform the Clerk of any absences, in order to formally register their apologies and keep an accurate record of attendance.
 - a. Apologies received for approval: Cllr DJ Griffiths & Cllr S Williams.
 - b. Absent without apology: None.
- 2 **Declarations of Interest:** Members are requested to declare both pecuniary interests (financial interests) and non-pecuniary interests (personal or prejudicial) that could influence their decision-making in relation to items on the agenda. This declaration ensures that other councillors and the public are aware of potential conflicts.
- 3 **Confirmation of Minutes:**
 - a. Staffing Committee Meeting on Friday 12th April 2024 were RESOLVED to be approved.
- 4 **Public Representations from members of the public in attendance about any business to be discussed:** None
- 5 **Committee Membership.** At the Annual Meeting of Council 13th May the meeting RESOLVED to approve to increase membership to 6 members & Staffing Committee ToR approved to include the Mayor & Deputy Mayor, and Committee will elect its own Chair. Following discussion of committee composition, a recorded vote was taken on a proposal regarding temporary committee membership arrangements, with four members voting in favour and one against.
- 6 **Audit Notice 2024.** The Committee reviewed preparations for the upcoming Full Audit by Audit Wales, scheduled to begin in the week starting on July 8th. The Committee discussed record retention policies and RESOLVED on appropriate procedures for handling certain committee records in relation to the audit, pending further guidance.

7 Staff Annual Appraisals 2024. The committee established a schedule for annual staff appraisals to take place in June.

8 Staff Training. The Committee discussed and RESOLVED matters relating to staff training arrangements, including flexible working arrangements and training commitment procedures, pending advice from One Voice Wales.

There being no further business the meeting closed at 9.45am

Signed

Date

Chair