

Minutes of the Meeting of St Davids City Council Staffing Committee on Monday 12th May 2025 in the Drop-In Centre at 2.00pm.

Present: Chair Cllr ES Evans, Mayor Cllr BS Sehmi, Deputy Mayor Cllrs DJ Griffiths, Cllr FD John, Cllr S Minas, & Cllr RJ Thornton, with S Mann (Clerk).

1 Apologies for Absence: None.

2 Declarations of Interest: None.

3 Confirmation of Minutes: Staffing Committee Meeting on Tuesday 11th February 2025 were RESOLVED to be approved.

4 Public Representations: None.

5 Annual Assessment of Office Workload

The committee reviewed the annual assessment of office workload impacts.

6 Impact of Staff Annual Leave and Sick Leave on Office Workload

The committee discussed options for covering staff absence and agreed protocols for office coverage during staff leave.

7 Publication of Council Meeting Supporting Documents

The committee discussed document publication procedures and GDPR compliance.

RESOLVED to recommend removal of all non-decision items from full council meeting agendas moving forward.

8 Public Opening Times Policy

The committee discussed the need for a policy to ensure public opening times access during staff training or absence.

9 Time Monitoring

The committee discussed workload monitoring options.

10 Staff Training

The committee reviewed staff training requirements.

RESOLVED to review at Staffing Appraisals.

11 Annual Appraisals

The committee discussed arrangements for 2025/26 Annual Appraisals.

RESOLVED to undertake the staffing appraisals with 2-3 committee members only.

Cllr FD John left the meeting.

12 One Voice Wales Assistance

RESOLVED: One Voice Wales Assistance to be recommended to council for approval within a budget of approximately £460 per day plus accommodation, for approval at the June full council meeting.

AOB

- Clerk mentioned the committee's Terms of Reference on review at the Annual Meeting of Council will require a reshuffle of membership to include the presiding Mayor and Deputy Mayor.

Note to Committee: Following this meeting, the Annual Meeting of Council on May 12th, 2025 RESOLVED to reduce full council meetings from two per month to one per month. This change substantially addresses the workload concerns discussed in items recorded in these minutes. The Chair may wish to consider if any recommendations from this meeting require amendment or reconsideration in light of this subsequent decision.

There being no further business the meeting closed at 3.15pm

Signed

Date

Chair

