



Agenda

Staffing Committee – Monday 28th July 2025 @ 5pm (via Zoom)

1. Election of Chair for 2025-26.
2. Election of Vice Chair for 2025-26.
3. Apologies for absence.
4. Declarations of Interest.

To receive disclosures of personal/prejudicial interests from Members:

Note: Members are requested to identify the item number and subject matter to which their interest relates and to signify the nature of the personal interest; and where Members withdraw from the meeting as a consequence of the disclosure of a prejudicial interest, they must notify the Chair when they leave.

5. Well-Being of Future Generations (Wales) Act 2015

To note the Well-Being of Future Generations (Wales) Act 2015 imposes a duty on public bodies including the Town Council to carry out sustainable development in accordance with the sustainable development principle and to act in a manner which seeks to ensure

that the needs of the present are met without compromising the ability of future generations to meet their own needs.

6. To consider a motion (if required) that by virtue of the Public Bodies (Admission to Meetings) Act 1960 and the Council's Standing Orders the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
7. Members are reminded that all matters discussed in Committee are confidential and should not be discussed with anyone else. If a Member discloses any information, they may be subject to a sanction under the Code of Conduct.
8. Chief Executive's Report.
 - 8.1 General Staffing Update (including Young Volunteers Project)
 - 8.2 CF – Update

Committee Members

Councillor C. Thomas
Councillor C. Roberts
Councillor L. Tomkinson
Councillor L. Davies

Councillor S. Pritchard
Councillor A. Davies
Councillor H. Gronow



Tony Graham
Chief Executive/Town Clerk
22nd July 2025

***The zoom link for the meeting is available on request by emailing
info@pontypriddtowncouncil.gov.uk***

Please Note

If there are any specific details you wish to raise regarding, for example, background information or require additional detail, it would greatly assist if you could contact the office in advance so that the information and answers can be made available at the meeting.



Chief Executive's Report Staffing Committee – July 2025

1. General Staffing Update (including Young Volunteers Project)

The Chief Executive will provide a verbal general update for Members which will include an update on the Young Volunteers Project which has just commenced.

DECISION REQUIRED:

To note the report.

2. CF - Update

Members may recall that in September 2024 it was agreed to allow CF to adjust her hours on a six month temporary basis following her return from maternity leave. BS was employed on a 2 day a week temporary contract to cover the six month period. At the end of the six month period CF requested an additional six months to assess how things were working as a family and what hours she could commit to, and this was agreed. At that stage BS was only able to commit to working 1 day a week for the same six month period. It was made clear to CF that a final decision as to her working hours would be required before September 2025.

CF has made a formal request to return to work for 4 days a week on a permanent basis and has confirmed in writing that she understands this would be a permanent decision and her contract would be adjusted accordingly.

The Chief Executive will offer his/NB's view regarding this request and the consequences for other staff members.

DECISION REQUIRED:

Whether to agree to CF's request and what further decisions will need to be communicated to other staff members.

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