**Rossett Community Council**

**Staffing Meeting**

**Friday 17th December 2024**

Attendees: Cllr Roberts (Chair), Cllr Parrington, Cllr Todd, Cllr Morgan, Cllr Woods and the Clerk.

1. **Apologies for absence**

None

1. **Matters Arising**
2. Community Agent Position and the new role for A. Pickard

It was noted that Ali Pickard, who would be leaving the position of Community Agent at the end of the month needed to resend an official letter of resignation as her previous one in October had been deferred. Cllr Todd asked if there was a benchmark that showed Ali’s current work was considered more than other CA’s in local areas and Cllr Parrington updated her that following meetings with Commissioning Officers at WCBC this has been shown through the fact she goes over and above the required levels that are set by WCBC. She is not treating the job as a tick box position and giving more aftercare than is considered ‘required’ by the job role. She is not happy with the amount of paperwork that is not being asked of them and that is one of the main reasons for her want to leave. The council have been approved the time and work to look into creating a new position directly from RCC that could allow Ali to carry on the great work she does in the community.

Cllr Roberts questioned if the Chair or Finance committee had reviewed the finances estimated for the new position and Cllr Woods reported the council was in a good position to be able to make this new role happen. Cllr Parrington mentioned it was suggested the community café, which would be one of the main areas of the new role, would potentially be able to offer a contribution towards the wages from their profits. This would help towards funding the role as well with potential of £1-1.5k. The community café money was currently split between the RCC and Hwb bank accounts. This would need clarifying and deciding on one place. **Action – Clerk to speak with Hwb/Community Café.** Cllr Woods also mentioned that we could take the donations amount down again as her work was much like charitable work through the village so some of these funds could be put towards her wage instead.

Looking through the draft contract and job description, the title for the role was decided as ‘Wellbeing Officer’ with flexibility in working days and 6months trial period. Cllr Todd insisted that the safety aspect of lone working be looked at and that a rota would be a good idea if she was to be visiting people within the community under RCC and not WCBC now. Cllr Parrington agreed that a risk assessment would need to be done and it would be useful to look at the contract for WCBC’s Community Agents. The details within the job role were discussed and what a week might look like in the role. It was stressed that it would be a trial role to see if it fit with RCC and was worthy of the having for the community.

Some important factors to stress about the new role were if there was a problem with a member of public she would need to make sure she passed them on to the new Community Agent officially and also that there would need to be a meeting between them to distinguish the borders between the two jobs and build up a connection between the two.

It was noted the job would be for 8hours a week but overtime would be available as the discretion of the Clerk, who would be the line manager for the role. It was also decided that that Ali would be required to one council meeting every quarter to speak to the council and also send monthly reports. The staffing committee would continue performance reviews at a predetermined frequency. A laptop or pad and phone would be required. The Clerk would look into the current ones and whether these could be kept. The amount per hour to be proposed to the council would be £13.50 per hour or £5616 per year.

With regards to the Community Agent position, there would be 2 options to propose to the council. One was to keep the contract of funding and RCC would advertise and hire themselves. The role would be kept as it was. The second option would be to hand the contract back to WCBC and then it goes to a provider (AVOW or Rainbow). The council could be involved in the recruitment decision but the CA is managed by a 3rd Party. This option also frees up the Clerk to manage the new role effectively within her hours as well. The pros and cons of each option were discussed and it was decided the second option was the better option and would be proposed to the full council.

The only issue brought up was that there would be a possible gap between Community Agents with Ali finishing in December

 and the new one not yet decided. The Clerk would email WCBC about a cover CA during this period of time. **Action – Clerk to email Vicki (Commissioning Officer)**

1. **Any Other Business**

None

The meeting ended.