

To: All Members of Llanrhidian Higher Community Council Personnel Committee

Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL PERSONNEL COMMITTEE to be held at 6.30 p.m. on Tuesday, 18<sup>th</sup> February 2025 at Penclawdd Community Centre, Penclawdd.

Public questions are included at Item No.4 and must relate to items listed on the agenda. To access the meeting via the telephone, please contact [clerk@llanrhidianhighercommunitycouncil.co.uk](mailto:clerk@llanrhidianhighercommunitycouncil.co.uk) no later than 2 days before the start of the meeting to receive an invitation.

**AGENDA**

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1) Apologies for Absence.	
2) Disclosures of Personal and Prejudicial Interests.	2-3
3) To Approve and Sign as a Correct Record the Minutes of the Personnel Committee meeting held on 8 <sup>th</sup> October 2024.	4-6
4) Public Question Time. (Verbal)	
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*Jeremy Parkhouse*

**Jeremy Parkhouse**  
Clerk to the Community Council  
10<sup>th</sup> February 2025

**Personnel Committee**

Councillor Sarah Hughes	Councillor Paul Tucker
Councillor James Matthews	Councillor Andrew Williams
Councillor Mike Sheehan	<b>Quorum – 3</b>

## Item No. 2

# Disclosures of Interest

### To receive Disclosures of Interest from Councillors and Officers

#### Councillors

**Councillors Interests are made** in accordance with the provisions of the Code of Conduct adopted by the Llanrhidian Higher Community Council. You must disclose orally to the meeting the existence and nature of that interest.

**NOTE:** You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

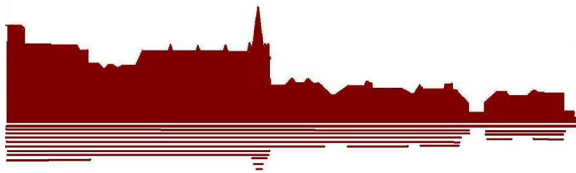
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the City and County of Swansea's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
  - i) Disclose orally both the interest concerned and the existence of the dispensation; and
  - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

## **Officers**

### **Financial Interests**

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration.



**Llanrhidian Higher Community Council**  
**Minutes of the Personnel Committee Meeting**  
**Held at Penclawdd Community Centre**  
**on Tuesday, 8<sup>th</sup> October 2024 at 6.30 p.m.**

**Present:** Councillor Sarah Hughes (Chair) presided

**Councillors:** Sarah Hughes, James Matthews, Mike Sheehan  
and Andrew Williams.

**Officers:** Jeremy Parkhouse – Clerk to the Community Council

**9. Apologies for Absence**

An apology for absence was received from Councillor Paul Tucker.

**10. Disclosures of Personal and Prejudicial Interests**

In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, no interests were declared.

**11. Minutes**

**Resolved** that the Minutes of the Personnel Committee meeting held on 11<sup>th</sup> June 2024 be approved and signed as a correct record.

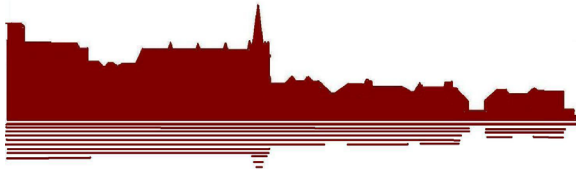
**12. Public Question Time**

None.

**13. Exclusion of the Public**

**Resolved** that the public be excluded from the meeting during consideration of the following item(s) of business on the grounds that that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted as set out in the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

**(Closed Session)**



#### 14. Personnel Matters

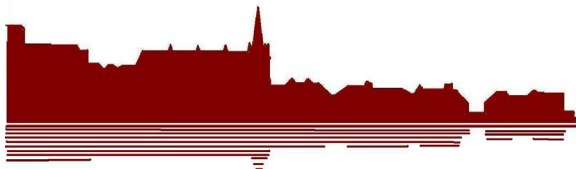
The Clerk presented a report on personnel matters that covered the following areas: -

1. To oversee the performance / annual appraisal / set the targets & priorities of the Clerk (to link in with the Annual Plan).
2. To oversee and monitor the hours, holiday entitlement, sickness or absence of the Clerk and organising appropriate cover.
3. To manage any disciplinary or grievance issues (for or against) relating to the Clerk.
4. To manage and agree the annual pay of the Clerk.
5. To manage the training and continuous professional development of the Clerk.
6. To deal with any other issues referred by the Council (that do not come under the jurisdiction of the Finance Committee).
7. To manage the training programme / development of Councillors.

The Committee discussed the Clerk's / Council priorities as detailed in the report.

**Resolved** that: -

- 1) The Performance Indicators / objectives of the Clerk be noted.
- 2) The Clerk contacts One Voice Wales regarding the ongoing delay by Audit Wales in completing their audits over the last three years.
- 3) The Continuous Professional Development (CPD) progress of the Clerk in obtaining the required CPD points to maintain his current membership level of SLCC, be noted.
- 4) The Clerk be paid for 40 hours overtime worked.
- 5) The Clerk's leave be noted.
- 6) The following objectives / targets / actions for the Clerk were discussed and noted as follows: -
  - Continuing with the current onsite works, to continue with the digital transfer of records and to plan further capital works at Parc Hendy Cemetery – ongoing.
  - To continue with the digital transfer of records and to plan further capital works at Mount Hermon Cemetery – Ongoing.
  - Organising CPR training at Penclawdd Community Centre on an annual basis – The Clerk has agreed on will contact David Nicholas regarding holding training in autumn 2024.
  - Organisation of the Remembrance Sunday Service 2024 – The Clerk requests that 3-year quotations in future years.
  - To finalise Parc Dan Y Graig Changing Rooms Project – Quotations were awaited to finish the old changing rooms and the Clerk was due to arrange a site visit.



- To oversee the installation of CCTV at problem areas – the Council had agreed not to progress with extending CCTV on Penclawdd Recreation Ground and at Mount Hermon Car Park.
  - To complete One Voice Wales Advanced Local Government Finance Training Module – The Clerk has booked training on 27<sup>th</sup> November 2024.
- 7) To note and review the Councillor Training Programme at the Community Council Annual Meeting.

## 15. New Contract of Employment

The Clerk presented the new nationally agreed contract of employment that could be used for any member of staff. The two options provided included: -

- A contract of employment based on what are known as 'Green Book' conditions (Appendix B).
- A contract of employment with all options available to councils from statutory minimums to the recommended 'Green Book' conditions (Appendix C).

A guidance note (Appendix A) was included with the model contracts which provided detailed guidance on how the contracts could be adapted to suit the needs of the Council.

It is **resolved** that:

- 1) The contract of employment based on what are known as 'Green Book' conditions be adopted.
- 2) The Clerk drafts the new contract of employment based on 'Green Book' conditions.
- 3) The new contract be signed by the Chair of the Personnel Committee and the Clerk.

The meeting ended at 7.05 p.m.

**Chair**

## Item No. 5

### Report of the Clerk

Personnel Committee – 18<sup>th</sup> February 2025

## Exclusion of the Public

<b>Purpose:</b>	To consider whether the Public should be excluded from the following items of business.
<b>Reason for Decision:</b>	To comply with legislation.
<b>Recommendation(s):</b>	It is recommended that:
<b>1)</b>	The public be excluded from the meeting during consideration of the following item(s) of business on the grounds that that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted as set out in the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.
	<b>Item No's.</b>
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### 1. Introduction

- 1.1 Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960., allows a Community Council to pass a resolution excluding the public from a meeting during an item of business.
- 1.2 Such a resolution is dependent on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information.

### 2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above-mentioned legislation, Council will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

### 3. Legal Implications

- 3.1 The legislative provisions are set out in the report.