

Llanrhidian Higher Community Council
Minutes of the Personnel Committee Meeting
Held at Penclawdd Community Centre
on Tuesday, 12th March 2024 at 6.30 p.m.

Present: Councillor Sarah Hughes (Chair) presided

Councillors: James Matthews Paul Tucker and Andrew Williams

Officers: Jeremy Parkhouse – Clerk to the Community Council

15. Apology for Absence

An apology for absence was received from Councillor Leanne Davies.

16. Disclosures of Personal and Prejudicial Interests

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

17. Minutes

Resolved that the Minutes of the Personnel Committee meeting held on 3rd October 2023 be approved and signed as a correct record.

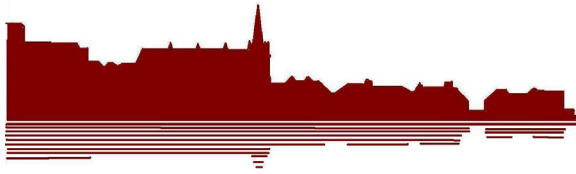
18. Public Question Time

None.

19. 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)



20. 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.

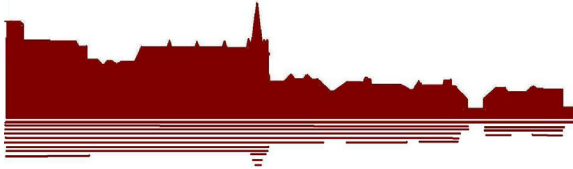
The Clerk also received a formal annual appraisal from the Committee which covered the following areas: -

- Performance Review.
- Performance Indicators.
- Future Objectives / Targets.
- Training and Development Needs.

The Chair and Clerk both signed the completed appraisal form.

Resolved that: -

- 1) The Performance Indicators / objectives of the Clerk be noted.
- 2) 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.
- 3) The Clerk progresses to Scale Point 32 of the NJC 2023-2024 National Pay Scales from 1st April 2024, which reflected the number of elements of the post above the substantive benchmark criteria provided in the One Voice Wales Assessment of the Salary Level of the Clerk Report and reflected the management of contractors required by the post.
- 4) The Chair and Clerk sign a new contract to confirm the increase to Scale Point 32 of the NJC 2023-2024 National Pay Scales.
- 5) The Clerk be paid for 50 hours overtime worked.
- 6) The Clerk carries over 5 days leave (18 hours) any clears all untaken leave before 4th May 2024.
- 7) The Clerk and Chair sign the completed appraisal form.



- 8) The Clerk has the following objectives / targets for the forthcoming Municipal Year: -
- Continuing with the current onsite works, to continue with the digital transfer of records and to plan further capital works at Parc Hendy Cemetery.
 - To continue with the digital transfer of records and to plan further capital works at Mount Hermon Cemetery
 - Organising CPR training at Penclawdd Community Centre on an annual basis.
 - Organisation of the Remembrance Sunday Service 2024.
 - To finalise Parc Dan Y Graig Changing Rooms Project.
 - To oversee the installation of CCTV at problem areas,
 - To complete One Voice Wales Advanced Local Government Training Module.
- 9) To note and review the Councillor Training Programme at the Community Council Annual Meeting.

The meeting ended at 7.14 p.m.

Chair