

Llanrhidian Higher Community Council
Minutes of the Personnel Committee Meeting
Held at Penclawdd Community Centre
on Tuesday, 18th February 2025 at 6.30 p.m.

Present: Councillor Sarah Hughes (Chair) presided

Councillors: James Matthews, Mike Sheehan, Paul Tucker
and Andrew Williams.

Officers: Jeremy Parkhouse – Clerk to the Community Council

16. Apologies for Absence

None.

17. Disclosures of Personal and Prejudicial Interests

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

18. Minutes

Resolved that the Minutes of the Personnel Committee meeting held on 8th October 2024 be approved and signed as a correct record.

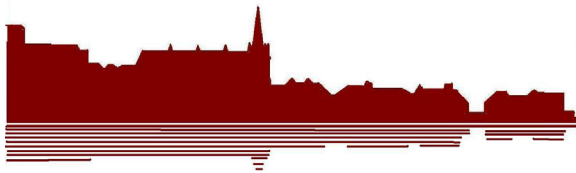
19. Public Question Time

None.

20. 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)



21. 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.

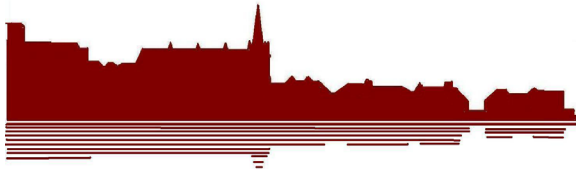
The Clerk also received a formal annual appraisal from the Committee which covered the following areas: -

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

The Chair and Clerk would both sign 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 remains on Scale Point 32 of the NJC 2023-2024 National Pay Scales, 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 of the Personnel Committee and Clerk sign the new NALC Model Contract of Employment for Councils with 'Green Book' conditions, as previously agreed by the Council.
- 5) The Clerk be paid for 57.5 hours overtime worked.
- 6) The Clerk be allowed to carry over 5 days leave (18 hours) (if required) and clears all untaken leave before 4th May 2025.
- 7) The Clerk and Chair sign the completed appraisal form.



8) The Clerk had the following objectives / targets for the forthcoming 2025/26 Municipal Year: -

- i. To work in partnership with the Penclawdd Ward Member to finalise Graig Y Coed Man Shed / woodland project and associated works.
- ii. To organise the 2025 Remembrance Sunday service.
- iii. To continue to oversee the transfer of graves at Mount Hermon / Parc Hendy Cemeteries onto Edge IT software.
- iv. To work towards the resolution of issues at the Foreshore Car Park.
- v. To organise CPR training and to monitor the defibrillators within the Ward.

9) The Clerk had the following training targets for the forthcoming 2025/26 Municipal Year: -

- i. Changes to the procurement law for councils (subject to timings / availability).
- ii. Finance & Governance Toolkit - Module 24 (One Voice Wales).
- iii. Nature Project Management - Module 27 (One Voice Wales)

10) To note and review the Councillor Training Programme at the Community Council Annual Meeting.

The meeting ended at 7.05 p.m.

Chair