



Llanrhidian Higher Community Council
Minutes of the Personnel Committee Meeting
Held at Penclawdd Community Centre
on Tuesday, 3rd March 2026 at 6.30 p.m.

Present: Councillor Sarah Hughes (Chair) presided

Councillors: Mike Sheehan, Paul Tucker and Andrew Williams.

Officers: Jeremy Parkhouse – Clerk to the Community Council

18. Apologies for Absence

Apologies for absence were received from Councillors James Matthews and Andrew Williams.

19. Disclosures of Personal and Prejudicial Interests

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

20. Minutes

Resolved that the Minutes of the Personnel Committee meeting held on 11th November 2025 be approved and signed as a correct record.

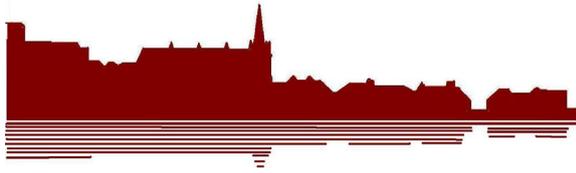
21. Public Question Time

None.

22. 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)



23. Personnel Matters

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

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

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

Councillor Mike Sheehan requested that two additional training topics be added to the training programme to reflect previous One Voice Wales training courses he had previously attended.

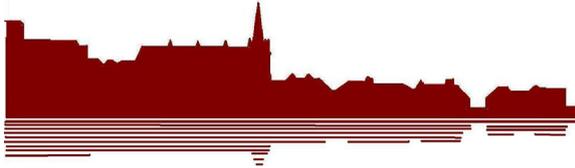
The Clerk also received a formal annual appraisal from the Committee which covered the following areas: -

- 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 remains on Scale Point 32 of the NJC 2025-2026 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.
- 4) The Clerk be paid for 62 hours overtime worked.
- 5) The Clerk be allowed to carry over 5 days leave (37 hours) to the new leave year, which commences on 1st April 2026.



Llanrhidian Higher Community Council

Cyngor Cymuned Llanrhidian Uchaf

- 6) The Clerk and Chair sign the completed appraisal form.
- 7) The two additional training topics discussed be added to the training programme.

The meeting ended at 7.05 p.m.

Chair