Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Llanrhidian Higher Community Council

Minutes of the Personnel Committee Meeting

Held at Penclawdd Community Centre

on Tuesday, 3rd November 2026 at 6.30 p.m.

Present: Councillor Russell Garrington (Chair) presided

Councillors: James Matthews, Mike Sheehan and Paul Tucker

Officers: Jeremy Parkhouse – Clerk to the Community Council

9. Apologies for Absence.

An apology for absence was received from Councillor Sarah Hughes.

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 11th June 2026, 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 which covered the following areas:

1. To oversee the performance / annual appraisal / set the targets and 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 other committees).
7. To manage the training programme / development of Councillors.

The Committee reviewed the updated Performance Indicators and priorities of the Clerk for 2026-2027 and noted progress in relation to the organisation of the Remembrance Sunday Service, the transfer of cemetery records onto Edge IT software, the transfer of ownership of St Gwynour's Cemetery, the ongoing efforts to resolve issues at the Foreshore Car Park, the installation and management of additional defibrillators within the Ward, the implementation of the approved training programme for Councillors and the Clerk and the transition of the Clerk to full-time employment.

The Committee noted progress in respect of the actions agreed at the previous meeting, including the procurement and installation of a defibrillator at Station Square, arrangements for CPR training, the purchase of Institute of Cemetery and Crematorium Management (ICCM) membership, attendance at memorial testing training, engagement with other councils regarding administrative arrangements and the progress made towards procuring the Ground Maintenance Contract 2027-2030.

The Committee further noted the Clerk's timesheets, annual leave position and attendance record. It was reported that the Clerk had commenced full-time employment on 1 April 2026, that his annual leave entitlement had been adjusted accordingly and that he had no sickness absence to report during the previous year. The existing reciprocal informal cover arrangements with a local community council were also noted.

The following were also discussed: -

- The Committee noted that there were no disciplinary or grievance matters to report and that the Clerk remained on NJC Scale Point 32 for 2026-2027.

- The Clerk highlighted that he had intended taking annual leave on 28th October 2026 but was unable to take the leave due to workload pressures. His current leave balance remained at 23 days.

- In considering the Clerk's Continuous Professional Development (CPD), the Committee noted the CPD points obtained to date during the current training year, together with a programme of scheduled training that would enable the Clerk to maintain the required level of professional development and membership of the Society of Local Council Clerks (SLCC).

- The Committee also noted progress against the Councillors' Training Programme. The Clerk also noted the requirement to agree the Councillors training programme for the next Council term from May 2027. The Committee also noted that the dates the training was completed by a Councillor should be included in the new programme.

Resolved that: -

1) The Performance Indicators / priorities of the Clerk / progress on actions from the previous meeting, 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 annual leave balance / hours of the Clerk, be noted.
4) The Training Programme / Development of Councillors, be noted.
5) A draft Councillors' Training Programme for the new Council term, including reference to the date the training was completed, be reported to Council for approval.

The meeting ended at 6.57 p.m.