

CYNGOR CYMUNED LLANNON COMMUNITY COUNCIL



Minutes of the Personnel Meeting of Llannon Community Council

on

Monday 6th February 2023 at 4pm

At: Y Cwtsh

Meeting commenced at 4pm

Minute No. 22 - Members Present

Cllr Rhys Jones (RJ)
Cllr Julie Owen (JO)
Cllr Phil Owen (PO)
Cllr Ruth Davies (RD)
Cllr Michael Jones (MJ)

Also present

Clerk

The Vice-Chair of the Council, Cllr Julie Owen, opened the meeting.

Minute No. 23 – Apologies for absence.

None noted.

Minute No. 24 – Declarations of interest

None noted.

Minute No. 25 – To elect a Chair

Cllr Rhys Jones expressed an interest in becoming the Chair of the Personnel Committee.

Cllr Phil Owen proposed Cllr Rhys Jones and this was seconded by Cllr Mike Jones. All members present were in favour.

Resolved – Cllr Rhys Jones – Chair of Personnel Committee

Cllr Rhys Jones then presided over the meeting.

Minute No. 26 – To evaluate the salary of the Clerk and Deputy-Clerk

Clerk Evaluation:

The committee were presented with the National Job Evaluation Agreement (as agreed between The National Association of Local Councils and Society of Local Council Clerks and adopted by One Voice Wales). The committee worked through a corresponding spreadsheet where the following was unanimously agreed:

- **Step 1 - Job Functions**

6 Job Functions agreed to include the management of Recreation grounds, playing fields and play areas; Burial grounds; Entertainment & the arts; Crime Prevention CCTV; Street Furniture; Community buildings.

- **Step 2 – Job Profile Items**

Number of Functions (2 points); Number of Electors (3 points); Amount of annual budget (3 points); Number of Full Council meetings per year (3 points); Number of Committees (3 points); Number of Staff Supervised (3 points). Total 17 Points.

- **Step 3 – Job Assessment**

Job Profile Points 17 = SCP Point 42

- **Step 4 – Experience & Qualifications**

Experience – 2 to 5 years – 1 Point

Qualifications – 0

Clerk & RFO? Y/N – Yes – 0

One Point added to SCP = SCP Point 43

The Clerk left the room.

Cllr Ruth Davies proposed a recommendation be taken to council that the Clerk's salary should be on point 43 of SCP Scale. Seconded by Cllr Julie Owen. All members present voted in favour.

The Clerk returned to the room.

Deputy-Clerk Evaluation:

The Clerk explained the Deputy-Clerk’s salary should be 70-75% of the Clerk’s. As a result of the outcome of the salary evaluation for the Clerk, the Deputy-Clerk’s also needs to be reviewed. The members discussed this further.

Cllr Phil Owen proposed the Deputy-Clerk’s salary to be moved to SCP Point 30, this was seconded by Cllr Mike Jones. All members present voted in favour.

The Clerk wished for the Council to be aware that this should be back-dated to June 2022 for herself and September 2022 for the Deputy-Clerk. Both staff members are aware there is not enough money left in this year’s budget for this to be back-dated and do not want to cause any additional precept increases in 2023-2024 to cover this. To ease the burden, both staff members have therefore agreed that their salary evaluation increases should not commence until 1st April 2023.

Minute No. 27 – To consider staffing budget for 2023-2024

The Clerk presented the following recommendations to the committee and noted the following:

- Staffing budget pre-covid had reached up to £275,000. This was dropped significantly during covid but no allowance was made for what would happen after.
- Previous staffing structure:

Position
Clerk
RFO/Hall Manager
CDO
Bar & Catering Manager
Bar & Catering Assistant
Caretaker
Events Manager
Cleaner
Grounds & Maintenance Operative Permanent
Grounds & Maintenance Operative Permanent
Grounds & Maintenance Operative Seasonal
Grounds & Maintenance Operative Seasonal
Casual Staff
Casual Staff
Casual Staff
Casual Staff
Casual Staff

- Staff were made redundant during covid and have needed to be replaced.
- Some staff were being paid “cash in hand” which was also not budgeted for.
- Facilities Officer will be reduced from 24 hours to 16 hours per week, saving around £7,000.
- As the Facilities Officer and RP are both qualified playground inspectors, we will be offering this service to other councils to assist with our income.
- The Council has already agreed not to employ a Hall Manager and has increased the Deputy-Clerk’s hours instead, saving around £12,000.
- Increases in the National Pay Award from 1st April 2022 have been in the region of £20k.
- The Clerk & Deputy-Clerk’s salaries have been re-evaluated in line with the National Job Evaluation Agreement.
- National Living Wage will increase to £10.42 from 1st April 2022, a 52p per hour increase.
- The Grounds & Maintenance team will be led by Liam Andrews from 1st April 2023 (he currently works for the council four hours per week whilst completing a contract he was already committed to). Liam has tree surgery experience that will assist us in reducing the maintenance budget.
- There is a need for all four Grounds & Maintenance staff to work year-round for health and safety and in order that annual leave can be covered.
- The Council’s cemetery records were not previously kept up to date so have not been accounted for in staffing for at least eight years. The management of the records requires many hours to manage each week. In addition, the rules of the cemetery need to be enforced and all plots need to be updated. This is going to take a considerable amount of time.
- The Hall must have a Caretaker, Cleaner and Bar Supervisor and will require casual staff.
- An allowance has been made as someone will have to manage Y Cwtsh. Hopefully this will continue to be a grant-funded post.
- Total estimated staffing budget for 23-24 is £231,065. NI & Pension contributions estimated at £49,000. Total recommended is £280,000.

Recommended Staffing Composition

Position	Hours (W)	Hours (S)	NJC Point
Clerk	37	37	43
Deputy-Clerk	37	37	30
Facilities Officer	16	16	24
Fire Officer & Playground Inspector	5	5	16
Grounds Maintenance Assistant Lead	14	28	16
Grounds & Assets Maintenance Operative	37	37	7
Grounds & Assets Maintenance Operative	15	28	7
Grounds Maintenance Lead	37	37	18

Admin & Facilities Assistant	25	25	9
Caretaker	6	6	4
Bar Assistant	0	16	11
Cleaner	14	14	4
Casual Event Staff	0	0	NLW
Temporary Y Cwtsh Manager	15	15	NLW
Temporary Y Cwtsh Staff	ONLY IF	GRANT	FUNDED
Temporary Y Cwtsh Staff	ONLY IF	GRANT	FUNDED
Casual Staff	0	0	NLW

The members discussed this further, also taking into consideration the welfare of the staff and the addition of Y Cwtsh. The members unanimously agreed that the structure was necessary to enable the council to operate its' functions correctly going forward.

Cllr Ruth Davies proposed that the recommended staffing budget for 2023-24 be accepted by the personnel committee. Cllr Julie Owen seconded the motion. All members voted in favour.

The Chair closed the meeting at 5.21pm

Signed: Date:

(Chair)