

Cyngor Cymuned Llannon Community Council



Minutes of Personnel Meeting of Llannon Community Council

on

Friday 9th December 2022 at 1.00pm

Meeting commenced at 1:00pm

The Chair, Cllr. Lesley Williams presided over the meeting.

Minute No. 14 - Members Present

Cllr. L. Williams (LW)

Cllr. R. Lloyd-Davies (RD)

Cllr. M. Jones (MJ)

Cllr. E. G. Evans (EGE)

Minute No. 15 - Also Present:

Clare Hope (CH) – Clerk

Ffion Lewis (FL) – Deputy Clerk

Cllr. J. Owen (JO)

Minute No. 16 - Apologies and reasons for absence.

There were no apologies for absence.

Minute No. 17 - Declarations of interest.

There were no new declarations of interest.

Minute No. 18 – To discuss the position of Hall Manager and agree an appointments committee and plenary powers for the recruitment process.

An in depth discussion was had regarding the appointment of a new Hall Manager.

MJ proposed to advertise the position of the Hall Manager. EGE seconded this proposal. RJ was against this proposal. All other members in favour.

Resolved to advertise the position of the Hall Manager.

EGE proposed that JO, RD, and Mr. K. Burton be part of the appointments committee with the Clerk supervising. MJ seconded this proposal. All in favour.

Resolved that JO, RD, and Mr. K. Burton be part of the appointments committee with the Clerk supervising.

EGE proposed to grant plenary powers to the appointments committee to be able to create a short list from the applications received for the post of Hall Manager. MJ seconded the proposal. RJ was against the proposal. All other members in favour.

Resolved to give plenary powers to the appointments committee to be able to create a short list from the applications received for the post of Hall Manager.

Minute No. 19 – To discuss additional hours for existing staff.

The Clerk informed the Council that in order to appoint the Deputy Clerk the Council had previously deducted hours from WF and PM. The Clerk recommended the following to the Council detailing the need for the recommendation:

- Increase WF's hours to 25 hours per week effective immediately.
- Increase PM's hours to 24 hours per week effective immediately on a temporary basis.
- Give LR a permanent contract of 8 hours per week starting in January.
- Increase LA's hours to 21 hours per week effective immediately (WW will decrease his hours to accommodate this), then on 1st April 2023 LA will become full time as previously agreed in a Full Council Meeting.

The Councillors present had an in depth discussion with regards to all the above recommendations.

MJ proposed to accept the above recommendations made by the Clerk. RJ seconded the proposal. All in favour.

Resolved to increase WF's hours to 25 hours per week effective immediately. Increase PM's hours to 24 hours per week on a temporary basis effective immediately. Offer LR a permanent contract of 8 hours per week starting in January. Increase LA's hours to 21 hours per week effective immediately.

1.30pm the Clerk left the meeting.

LW and JO informed the Council of the extra hours previously worked by the Clerk. They informed the members present of the findings of the Finance Committee and recommended that the members present accept the findings with regards to the unpaid hours owed to the Clerk. LW and JO assured the members present that the new staffing structure will prevent anything like this happening in the future. The Clerk will not be taking any new bookings at Tumble Hall until a Hall Manager has been appointed.

EGE proposed to ratify the decision of the Finance Committee and to accept the proposal regarding the Clerk's unpaid overtime. MJ seconded the proposal. All in favour.

Resolved to accept the proposal regarding the Clerk's unpaid overtime.

1.45pm the Clerk returned to the meeting.

Minute No. 20 – To agree a Time off in Lieu policy.

The Clerk previously circulated, via email, the TOIL policy received from One Voice Wales to all members present. The Clerk informed the Council that the policy will affect all members of staff. The Clerk also advised the Council that they will need to be more specific in all staff contracts with regards to the TOIL policy. The Council were also informed that they would need to put an overtime policy in place. All Councillors present looked and discussed the TOIL policy in detail.

MJ proposed to accept the TOIL policy and present it to full Council. RJ seconded the proposal. All in favour.

Resolved to accept the TOIL policy presented to the Council by the Clerk.

2.00pm the Clerk left the meeting and did not return.

Minute No. 21 – To review the appraisal of the Clerk.

The Vice-Chair advised the committee that an extremely thorough appraisal of the Clerk had been undertaken by herself and the Chair. Until the appraisal, they didn't realise the extent of the responsibilities of the Clerk.

It was clear that the Clerk had worked very hard, carrying out the responsibilities of her role and in addition a huge amount of work that she shouldn't have had to do. Going forward this will be monitored closely to ensure this doesn't happen again.

They were very pleased and wished to recommend a one-point increase to SCP 39 which should apply from June 2022.

Cllr Rhys Jones proposed to ratify Point SCP 39 from June 2022, seconded MJ, all in favour.

Next review May 2023.

Meeting ended at 2.25pm

Signed
Chair

Date