

Cyngor Cymuned Llannon Community Council



Minutes of the Personnel Committee of Llannon Community Council

Monday 23rd September 2024 at 2.00pm

Meeting commenced at 2.00pm

The current Chair of the Committee,
Cllr. R. Davies presided over the meeting.

Minute No. 1 – Members Present.

Cllr. J. Owen (JO)
Cllr. N. Thomas (NT)
Cllr. P. Owen (PO)
Cllr. R. Lloyd Davies (RD)
Cllr. E. G. Evans (EGE)

Also Present:

Mrs. C. V. Hope – Clerk (CH)
Miss. Ff. Lewis – Deputy Clerk (FL)

Minute No. 2 – Apologies and reasons for absence.

Cllr. S. Eldridge – work commitments
Cllr. J. Anderson - work commitments

Minute No. 3 – Declarations of Interests.

There were no new declarations of interests.

Minute No. 4 – To appoint a Chair of the Personnel Committee for 2024 – 25.

Cllr. R. Lloyd Davies opened the meeting as the outgoing Chair of the Personnel Committee for 2023-2024.

NT proposed that Cllr. R. Lloyd Davies is elected Chair of the Personnel Committee for 2024-2025. Jo seconded the proposal. RD abstained from voting. All in favour.

Resolved that Cllr. R. Lloyd Davies is the Chair of the Personnel Committee for 2024-2025.

Cllr. R. Lloyd continued to preside over the meeting.

Minute No. 5 – To receive a report from the Clerk regarding a review of the Council's Staffing Structure.

The Clerk presented the members of the Personnel Committee with a report regarding a review of the Council's Staffing Structure.

Minute No. 6 – To consider any changes to be made regarding the Clerk/RFO.

The Clerk presented recommendations to the members of the Personnel Committee regarding the Clerk/RFO title, job description, hours, remuneration and contract:

- CH's title is changed to Chief Officer
- CH's salary is to be increased from Point 43 to Point 44 (annual increment) (backdated to 1st June 2024 as this is when salary reviews should have been carried out).
- CH's updated Job Description is to be agreed
- CH's updated Contract is to be agreed (in-line with new model contract)

It was discussed and agreed that CH's title is changed to Chief Officer (Proper Officer of Llannon Community Council).

NT proposed to accept the recommendations. PO seconded the proposal. All members present in favour.

Resolved to accept the Clerks recommendations regarding the Clerk/RFO title, job description, hours, remuneration and contract.

Minute No. 7 – To Consider any changes to be made regarding the Deputy-Clerk.

The Clerk presented the members of the Personnel Committee her recommendations regarding the Deputy-Clerk's title, job description, hours, remuneration and contract:

- FD is to be appointed as the RFO and her title is to be changed to Deputy Chief Officer and RFO
- FD's salary is to be backdated from Point 31 to Point 32 (annual increment) (backdated to 1st June 2024 as this is when salary reviews should have been carried out).
- FD's salary to be increased from Point 32 to Point 33 from 1st October 2024 to account for extra responsibilities.
- FD's updated Job Description is to be agreed
- FD's updated Contract is to be agreed (in-line with new model contract)

JO proposed to accept the Clerk's recommendation. EGE seconded the proposal. All members present in favour.

Resolved to accept the Clerk's recommendations regarding the Deputy-Clerk's title, job description, hours, remuneration and contract.

Minute No. 8 – Consider any changes to be made regarding the Fire Officer & Playground Inspector.

The Clerk presented the members of the Personnel Committee her recommendations regarding the Fire Officer & Playground Inspector's title, job description, hours, remuneration and contract:

- RP's title to be changed to Maintenance Inspector & Fire Safety Officer
- RP's salary is to be backdated from Point 16 to Point 17 (annual increment) (backdated to 1st June 2024 as this is when salary reviews should have been carried out).
- RP's salary to be increased from Point 17 to Point 18 from 1st October 2024 to account for responsibilities.
- RP's updated Job Description is to be agreed.
- RP's updated Contract is to be agreed (in-line with new model contract)

NT proposed to accept the Clerk's recommendation. EGE seconded the proposal. All members present in favour.

Resolved to accept the Clerks recommendations regarding the Fire Officer & Playground Inspector's title, job description, hours, remuneration and contract.

Minute No. 9 – Consider any changes to be made regarding the Grounds & Assets Maintenance Lead.

The Clerk presented the members of the Personnel Committee her recommendations regarding the Grounds & Assets Maintenance Lead's title, job description, hours, remuneration and contract:

- LA's salary is to be backdated from Point 18 to Point 19 (annual increment) (backdated to 1st June 2024 as this is when salary reviews should have been carried out).
- LA's updated Job Description is to be agreed.
- LA's updated Contract is to be agreed (in-line with new model contract)

PO proposed to accept the Clerk's recommendation. NT seconded the proposal. All members present in favour.

Resolved to accept the Clerk's recommendations regarding the Grounds & Assets Maintenance Lead's title, job description, hours, remuneration and contract.

Minute No. 10 – Consider any changes to be made regarding Grounds & Assets Operative.

The Clerk presented the members of the Personnel Committee her recommendations regarding the Grounds & Assets Operative's title, job description, hours, remuneration and contract:

- DF's salary is to be backdated from Point 7 to Point 8 (annual increment) (backdated to 1st June 2024 as this is when salary reviews should have been carried out).
- DF's updated Job Description is to be agreed.
- DF's salary to be increased from Point 8 to Point 13 from 1st October 2024 to account for responsibilities.
- DF's updated Contract is to be agreed (in-line with new model contract)

NT proposed to accept the Clerk's recommendation. JO seconded the proposal. All members present in favour.

Resolved to accept the Clerk's recommendations regarding the Grounds & Assets Maintenance Operative's title, job description, hours, remuneration and contract.

Minute No. 11 - Consider any changes to be made regarding Admin & Facilities Assistant.

The Clerk presented the members of the Personnel Committee her recommendations regarding the Admin & Facilities Assistant's title, job description, hours, remuneration and contract:

- WF's salary is to be increased from Point 9 to Point 10 (annual increment) (backdated to 1st June 2024 as this is when salary reviews should have been carried out).
- Title change to reflect duties of position to Clerk to the Burial Authority & Administration Officer.
- WF's hours to be increased from 20 to 25.

- WF's salary to be increased from Point 10 to Point 13 from 1st October 2024 to account for responsibilities.
- WF's updated Job Description is to be agreed
- WF's updated Contract is to be agreed (in-line with new model contract)

PO proposed to accept the Clerk's recommendation. NT seconded the proposal. All members present in favour.

Resolved to accept the Clerks recommendations regarding the Admin & Facilities Assistant's title, job description, hours, remuneration and contract.

Minute No. 12 - Consider any changes to be made regarding Hall Caretaker.

The Clerk presented the members of the Personnel Committee her recommendations regarding the Hall Caretaker's title, job description, hours, remuneration and contract:

- LM's salary is to be backdated from Point 4 to Point 5 (annual increment) (backdated to 1st June 2024 as this is when salary reviews should have been carried out).
- LM's hours to be increased from 6 to 7 per week.
- LM's updated Job Description is to be agreed.
- LM's updated Contract is to be agreed (in-line with new model contract)

NT proposed to accept the Clerk's recommendation. EGE seconded the proposal. All members present in favour.

Resolved to accept the Clerk's recommendations regarding the Hall Caretaker's title, job description, hours, remuneration and contract.

Minute No. 13 - Consider any changes to be made regarding Tumble Hall Cleaner.

The Clerk presented the members of the Personnel Committee her recommendations regarding the Tumble Hall Cleaner's title, job description, hours, remuneration and contract:

- PG's salary is to be backdated from Point 4 to Point 5 (annual increment) (backdated to 1st June 2024 as this is when salary reviews should have been carried out).
- PG's updated Job Description is to be agreed.
- PG's updated Contract is to be agreed (in-line with new model contract)

JO proposed to accept the Clerk's recommendation. NT seconded the proposal. All members present in favour.

Resolved to accept the Clerks recommendations regarding the Tumble Hall Cleaner's title, job description, hours, remuneration and contract.

Minute No. 14 - Consider the appointment of an additional Cleaner.

The Clerk presented the members of the Personnel Committee her recommendations regarding the Cleaner's title, job description, hours, remuneration and contract:

- Requirement of position & Salary Scale 4-6 to be agreed
- Advert, Job Description and Employee Specification to be agreed.

The following was also agreed by the Committee:

- External application process.
- Interview's to be carried out by CH and provided with power to appoint (report to next meeting)

PO proposed to accept the Clerk's recommendation. NT seconded the proposal. All members present in favour.

Resolved to accept the Clerk's recommendations regarding the Cleaner's title, job description, hours, remuneration, contract and recruitment process.

Minute No. 15 – Consider the appointment of a Well-being Officer.

The Clerk presented the members of the Personnel Committee her recommendations regarding the Well-being Officer's title, job description, hours, remuneration and contract:

- Requirement of position & Salary Scale 13-17 to be agreed
- Advert, Job Description and Employee Specification to be agreed.
- Interview panel to be agreed and provided with power to appoint (report to next meeting)

The following was also agreed by the Committee:

- Internal application process as the Council currently employs a staff member with the experience and attributes to carry out the role.
- Interview's to be carried out by JO; RD and CH and provided with power to appoint (report to next meeting)

JO proposed to accept the Clerk's recommendation. EGE seconded the proposal. All members present in favour.

Resolved to accept the Clerk's recommendations regarding the Well-being Officer's title, job description, hours, remuneration, contract and recruitment process.

Minute No. 16 – Consider the appointment of a Bar Manager for Tumble Hall.

The Clerk presented the members of the Personnel Committee her recommendations regarding the Bar Manager's title, job description, hours, remuneration and contract:

- Requirement of position & Salary Scale 7-12 to be agreed
- Advert, Job Description and Employee Specification to be agreed.
- Interview panel to be agreed and provided with power to appoint (report to next meeting)

The following was also agreed by the Committee:

- Internal application process as the Council currently employs a staff member with the experience and attributes to carry out the role.
- Interview's to be carried out by JO; RD and CH and provided with power to appoint (report to next meeting)

NT proposed to accept the Clerk's recommendation. EGE seconded the proposal. All members present in favour.

Resolved to accept the Clerk's recommendations regarding the Bar Manager's title, job description, hours, remuneration and contract.

Minute No. 17 – Recommendations requiring consideration from Full Council during the meeting to be held on 25/09/2024:

Agenda Item 20c – To review recommendations from the Personnel Committee regarding the Clerk/RFO

- CH's title is changed to Chief Officer
- CH's salary is to be increased from Point 43 to Point 44 (annual increment) (backdated to 1st June 2024 as this is when salary reviews should have been carried out).
- CH's updated Job Description is to be agreed
- CH's updated Contract is to be agreed (in-line with new model contract)

Agenda Item 20ch – To review recommendations from the Personnel Committee regarding the Deputy Clerk

- FD is to be appointed as the RFO and her title is to be changed to Deputy Chief Officer and RFO
- FD’s salary is to be backdated from Point 31 to Point 32 (annual increment) (backdated to 1st June 2024 as this is when salary reviews should have been carried out).
- FD’s salary to be increased from Point 32 to Point 33 from 1st October 2024 to account for extra responsibilities.
- FD’s updated Job Description is to be agreed
- FD’s updated Contract is to be agreed (in-line with new model contract)

Agenda item 20d – To review recommendations from the Personnel Committee regarding additional appointments

- Additional Cleaner
- Well-being Officer
- Tumble Hall Bar Manager

The Chair closed the meeting at 4pm.

Signed

Date

(Chair)