

LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Human Resources Committee held by remote attendance at 7.00pm on Wednesday 10th September 2024

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

The following resolution applies to meetings of the HR committee:

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of all items of business on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

Present:

Councillors: Rhys Jenkins (Chair), Andrea James, Chris Parker.

Clerk to the Council: Leigh Smith

Apologies: Cllr David Evans

Absent: Cllr Geraint Hopkins JP

HR2024/014 Welcome and Apologies

The Chair welcomed all attendees.

HR2024/015 Disclosures of Interests

None.

HR2024/016 Minutes of HR committee meeting held 21st February 2024

RESOLVED

To approve the minutes of the HR committee meeting held on 21st February 2024 as a true and accurate record.

HR2024/017 Staff training plans

RESOLVED

To adopt the draft training plan presented as Appendix 2 to this meeting

HR2024/018 Arrangements for staff appraisals

RESOLVED

To adopt the proposal set out in Appendix 3 presented to the meeting with the following 3 amendments:

1. That the HR Committee will set by resolution any personal targets to be included in the Clerk's appraisal and review performance against the previous year's targets.
2. That the appraisal forms be altered to include a question on the employees wellbeing
3. That the appraisal forms be altered to include a question on what can be changed to help the employee.

HR2024/019 Headcount review

RESOLVED

To defer the matter to a future meeting of the committee.

HR2024/020 Reviewing of staff contracts

RESOLVED

To defer the matter to a future meeting of the committee.

HR2024/021 Amendment to the Senior groundsperson's payment terms.

RESOLVED

To change the terms of payment as set out in Appendix 6 as presented to the meeting

HR2024/022 Urgent information or suggestions for future agendas

None

There being no further business the meeting closed at 9.25pm

Date of next meeting: TBD

Councillor Rhys Jenkins.
Chair of the HR Committee.