

LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Human Resources Committee held by remote attendance at 7.00pm on Monday 18th November 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, having been resolved at the Council's Annual Meeting.

Present:

Councillors: Rhys Jenkins (Chair), Andrea James, David Evans.

Clerk to the Council: Leigh Smith

Apologies: None.

Absent: Cllrs Geraint Hopkins JP, Chris Parker.

HR2024/023 Welcome and Apologies

The Chair welcomed all attendees.

HR2024/024 Disclosures of Interests

None.

HR2024/025 Minutes of HR committee meeting held 10th September 2024

RESOLVED

To approve the minutes of the HR committee meeting held on 10th September 2024 as a true and accurate record.

HR2024/026 Headcount review

RECOMMENDED

To employ a part time 'Assistant Clerk' in time for the financial year 2025/26. To advertise the role with a list of core potential duties and to word the advert as part time and 'between 16 and 24 hours' (to be negotiated) per week initially, with flexible working considered'.

For the Council to recruit on the basis provided in the draft job in appendix 2a presented to the meeting.

To advertise the role at SCP16 with the potential to achieve SCP 24 upon attainment of all aspects of the training and achievement plan, with the potential to attract a wide range of abilities and provide a larger pool of candidates from which to select. The HR Committee given delegated authority to select whether to employ a candidate on SCP16 initially or to move to SCP24 immediately (or some point in between) and what hours to employ on. All other aspects of the recruitment and appointment process to be delegated to the HR Committee up to and including the appointment itself. The appointment not to be made before 1st April 2025.

RECOMMENDED

To employ a part time 'groundsperson' in time for the financial year 2025/26. For the role to comprise 16 hours a week at SCP 5. All other aspects of the recruitment and appointment process to be delegated to the HR Committee up to and including the appointment itself. The appointment not to be made before 1st April 2025.

HR2024/027 Pay scales

a) RECOMMENDED

To change the Clerk salary scale arrangements to fall in line with NALC best practice. For the Clerk's rate to ascend the incremental scale annually (within the applicable LC range) provided the annual performance appraisal explicitly states standard/satisfactory performance or above to activate an increase by 1 point on the scale. The scheme to begin ready for financial year 2025/26 with any scale increases subject to annual appraisal in December 2025 and taking effect from 1st April 2026.

b) RECOMMENDED

For the principle of pay scales to be widened to all roles within the Council. The HR Committee to explore the mechanisms and methods of producing such pay scales for all staff with checks and balances to ensure the process is fair and transparent. A further proposal to be put before Council at a later date. The scheme to begin ready for financial year 2025/26 with any scale increases subject to annual appraisal in December 2025 and taking effect from 1st April 2026

HR2024/028 Reviewing of staff contracts

RECOMMENDED

To adopt the NALC model contract for the Clerk as set out in appendix 4b presented to this committee. With the text in Red written to reflect the resolutions made in line with HR2024/027 a), above.

RECOMMENDED

To transfer all staff contracts to the NALC model contract. The Clerk to present individual draft contracts to the HR Committee for prior approval at a future date, with the resolutions of Council made in line with HR2024/027 b), above, taken into account. Where approved the contracts shall be issued or subject to whatever statutory consultation process as is necessary.

HR2024/029

RESOLVED

To note the 2024/25 NALC pay award, contractual pay increases and backpay payments.

HR2024/030 Urgent information or suggestions for future agendas

None

There being no further business the meeting closed at 8.25pm

Date of next meeting: 10th December 2024

Councillor Rhys Jenkins.
Chair of the HR Committee.