



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Human Resources Committee held by remote attendance at 7.00pm on Wednesday 30th November 2022

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 the full item 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), Chris Parker, Janine Turner, Robert Lewis-Watkin JP,

Clerk to the Council

Leigh Smith

Apologies: None

Absent: Geraint Hopkins JP.

HR2022/010 Welcome and Apologies

The Chair welcomed all attendees.



HR2022/011 Disclosures of Interests

None.

HR2022/012 To approve as a true and accurate record the minutes of the CIL committee meeting held remotely on 6th April 2022 at 7pm.

RESOLVED

The minutes for the meeting were approved as a true and accurate record subject to the following amendments:

- That the date of the meeting in the header be changed from 9th March to 6th April.

HR2022/013 Matters arising from the minutes.

None

HR2022/014 Contractual matters relating to the Office Administrator

RECOMMENDED

That the Office Administrator be considered to have passed their probationary period.

RECOMMENDED

That as per contractual obligations the Office Administrator be offered the position of Deputy Clerk/RFO. That as per contractual obligations their pay and other terms and conditions be set to SCP24 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales that and a revised contract



and relevant paperwork be prepared accordingly to take effect from 19th December 2022.

HR2022/015 NJC 2022/23 pay award

Noted.

HR2022/016 Other staff pay rates and contracts for the financial year 2022/23.

RECOMMENDED

That the Clerk's pay and conditions be set to SCP27 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales that and a revised contract and relevant paperwork be prepared accordingly to take effect from 1st April 2023.

RECOMMENDED

That the Deputy Clerk/RFO's pay and conditions be set to SCP25 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales that and a revised contract and relevant paperwork be prepared accordingly to take effect from 1st April 2023.

RECOMMENDED

That the Grounds Persons roles be moved onto appropriate SCP rates as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.



The minimum scale to be set at SCP 3.

That an appropriate process be undertaken to select and appoint one of the two Grounds Persons as a 'Senior Grounds person' with day to day line management responsibility for grounds work activities, reporting to the Clerk.

The SCP rate for this role to be investigated by the Clerk and presented to full council for approval.

HR2022/017 Urgent matters

None

There being no further business the meeting closed at 7.45pm.

Date of next meeting: 2nd March 2023

Councillor Geraint Hopkins JP,
Chair of the HR Committee