



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the meeting of the Human Resources Committee held by remote attendance at 7.00pm on Wednesday 9<sup>th</sup> March 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** Geraint Hopkins JP, Rhys Jenkins, Robert Lewis-Watkin JP, Chris Parker, Pam Uppal.

**Clerk to the Council**

Leigh Smith

**Apologies:** None

**Absent:** Janine Turner

### **HR2022/001 Election of meeting Chair**

**RESOLVED**

The Chair of the HR Committee being unable to attend the opening of the meeting. Rhys Jenkins was elected Chair of the meeting.



## **HR2022/002 Welcome and Apologies**

The Chair welcomed all attendees.

## **HR2022/003 Disclosures of Interests**

None.

**HR2022/004 To approve as a true and accurate record the minutes of the CIL committee meeting held remotely on Monday 1<sup>st</sup> November 2022 at 7pm.**

### ***RESOLVED***

The minutes for the meeting were approved as a true and accurate record.

**HR2022/005 Matters arising from the minutes.**

None

**HR2022/006 Recruitment of an Office Administrator.**

### ***RESOLVED***

To advertise the position of Office Administrative Assistant as per the previous advert and accompanying terms and conditions with the updated 2021 NJC pay scales applied, ranging from SPC16 to SPC 24 and the relevant dates and other administrative items altered accordingly. That the closing date for applications be set at mid-day on 12<sup>th</sup> May 2022. That the job be advertised with One Voice Wales, on social media and on Indeed.com with Indeed sifting services used to assist in providing suitable candidates.



### ***RECOMMENDED***

The AGM of the Council be arranged for 12<sup>th</sup> May 2022 and at that meeting, a recruitment panel comprising 3 Councillors and an officer be appointed for this matter with delegated powers to carry out a selection and interview process to identify a suitable candidate.

That interviews be held on 18<sup>th</sup> May 2022.

That the recommendations of the recruitment panel regarding making an appointment be presented to Full Council during the Full council meeting to be held on 19<sup>th</sup> May 2022.

### ***RESOLVED***

That the Clerk write to all Councillors outlining the intended process for recruitment of the Office Admin Assistant.

### **HR2022/007 NJC 2021/22 pay award**

#### ***RECOMMENDED***

That the proposals in appendix 3 presented to this committee be adopted.

- That from April 2022 Clerk's salary level be increased to the 2021 negotiated rate for SPC26 as per contractual obligations. (1.75% increase)



- That appropriate back pay be paid to the Clerk for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 to take into account the difference between the salary paid and the negotiated 2021 NJC settlement.
- That from April 2022 the Office Admin Assistant's salary level be increased to the 2021 negotiated rate for SPC16 as per contractual obligations. (With the enhanced rate achievable upon completion of a training and achievement plan set to the appropriate SPC24 rate).
- That appropriate back pay be paid to the Office Admin Assistant for the period 9<sup>th</sup> December 2021 to 31<sup>st</sup> March 2022 pro-rate to take into account the difference between the salary paid and the negotiated 2021 NJC settlement.

#### **HR2022/008 Other staff pay rates and contracts for the financial year 2022/23.**

##### ***RESOLVED***

That the matter of other staff pay rates for 2022/23 be deferred to the next Full Council meeting.

##### ***RECOMMENDED***

To extend the permanent contract of Paul Beach to the hours set out in appendix 4a presented to this committee and to adopt the minor alterations in wording contained in that document.

##### ***RESOLVED***

Under previously delegated authority and budget for the Clerk to engage specialist HR and legal support relating to a staff HR matter.



**RECOMMENDED**

To enter into negotiations relating to a staff matter and to set a budget for resolution.

**HR2022/0 Urgent matters**

None

There being no further business the meeting closed at 8.15pm.

**Date of next meeting:** TBD.

Councillor Geraint Hopkins JP,  
Chair of the HR Committee