

## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the meeting of the Human Resources Committee held by remote attendance at 7.00pm on Thursday 6<sup>th</sup> March 2025

*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), Chris Parker, Geraint Hopkins, JP.

**Clerk to the Council:** Leigh Smith

**Apologies:** Cllrs Andrea James, David Evans.

**Absent:** None.

### **HR2025/001 Welcome and Apologies**

The Chair welcomed all attendees.

#### **a) RESOLVED**

That the reason proffered with Cllr Andrea Jenkins' apology for absence be accepted as a valid reason for absence.

#### **b) RESOLVED**

That the reason proffered with Cllr David Evans' apology for absence be accepted as a valid reason for absence.

### **HR2025/002 Disclosures of Interests**

Cllr Geraint Hopkins declared a personal interest with regards agenda item 7 (Minute ref 2025/007)

## **HR2025/003 Minutes of HR committee meeting held 10<sup>th</sup> December 2024 2024**

### ***RESOLVED***

To approve the minutes of the HR committee meeting held on 10<sup>th</sup> December 2024 as a true and accurate record.

## **HR2024/004 Recruitment process for the Assistant Clerk and Groundsperson.**

### ***a) RESOLVED***

To approve the wording of the Assistant Clerk job advertisement as per that presented to the committee in Appendix 2a

### ***b) RESOLVED***

To agree to advertise the post in the following ways:

- Local Facebook hubs (including local hubs covering within approx 5 miles).
- Paper copies in all council noticeboards.
- The Council's website and social media accounts.
- Advertised via One voice Wales.
- Advertised on Indeed.com

### ***c) RESOLVED***

Membership of the shortlisting and interview panel to comprise Cllr Rhys Jenkins, Chris Parker and the Clerk. The arrangements for shortlisting and interviewing to be delegated to the panel.

### ***d) RESOLVED***

The closing date for applications to be 5pm on Monday 7<sup>th</sup> April 2025 with interviews scheduled for 14<sup>th</sup> April 2025. A HR Committee to be arranged for 15<sup>th</sup> April 2025 at 6pm in order to resolve any appointment under the authority delegated to it by full council.

### ***e) RESOLVED***

To approve the wording of the Groundsperson job advertisement as per that presented to the committee in Appendix 2b

### ***f) RESOLVED***

To agree to advertise the post in the following ways:

- Local Facebook hubs (including local hubs covering within approx 5 miles).
- Paper copies in all council noticeboards.
- The Council's website and social media accounts.

### ***g) RESOLVED***

Membership of the shortlisting and interview panel to comprise Cllr Rhys Jenkins, the Clerk and the S.Groundsperson. The arrangements for

shortlisting

and interviewing to be delegated to the panel.

**h) RESOLVED**

The closing date for applications to be 5pm on Monday 14<sup>th</sup> April 2025 with interviews scheduled for 22<sup>nd</sup><sup>th</sup> April 2025. A HR Committee to be arranged to resolve any appointment under the authority delegated to it by full council.

**HR2024/005 Amending Personal targets in the Clerk's performance appraisal**

**RESOLVED**

To accept the changes to the Clerk's personal targets as presented in Appendix 3 presented to the meeting.

**HR2024/006 Aspects of policy to apply to employees of the council, for inclusion in a future Council Social Media Policy.**

**RESOLVED**

To defer the matter to a future meeting.

**HR2024/007 Council Officer posts being deemed 'politically restricted posts'**

**RESOLVED**

To not designate council officer posts as 'politically restricted' or to make consequent changes to employment contracts following the written advice provided by the One Voice Wales / NALC solicitor, there being no legal basis for doing so.

**HR2024/008 Urgent information or suggestions for future agendas**

An update on current staff absence was provided.

There being no further business the meeting closed at 7.40pm

**Date of next meeting: 15<sup>th</sup> April 2025**

Councillor Rhys Jenkins

Chair of the HR Committee.