

LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Human Resources Committee held by remote attendance at 7.00pm on Thursday 6th 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 10th December 2024 2024

RESOLVED

To approve the minutes of the HR committee meeting held on 10th 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 7th April 2025 with interviews scheduled for 14th April 2025. A HR Committee to be arranged for 15th 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 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 14th April 2025 with interviews scheduled for 22ndth 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: 15th April 2025

Councillor Rhys Jenkins
Chair of the HR Committee.