



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Human Resources Committee held by remote attendance at 7.00pm on Thursday 25th June 2026

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present:

Councillors: Rhys Jenkins (Chair), Robert Smith, Chris Parker, Andrea James, Andrew Morgan

Apologies: None.

Absent: None.

HR2026/014 Welcome and Apologies

The Chair welcomed all attendees.

HR2026/015 Disclosures of Interests

None.

HR2026/016 Minutes of HR committee meeting held 8th May 2026

RESOLVED

To approve the minutes of the HR committee meeting held on 8th May 2026 as a true and accurate record.

HR2026/017 Exclude the press and public.

RESOLVED

By virtue of the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public from all following items of business considered at the meeting on the basis that with regards to all following agenda items, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

HR2026/018 One Voice Wales Job evaluation report.

a) RECOMMENDATION

Taking the report into account, plus other factors, to adopt the following pay scale ranges for specific roles.

RFO/Deputy Clerk	SCP 26-29*
Assistant Clerk	SCP 19-22*
Senior Groundsperson	SCP 8-11*
Groundsperson	SCP 5-8*

*Any contractual increments (e.g. contractual increment increases for the obtaining of certain qualifications) to be applied in addition across the range.

b) RECOMMENDATION

That the recommended SCP range, be adopted for each role. With employees moving up the scale each year (subject to at least a 'satisfactory' annual appraisal) until the top of the scale is reached for that role.

c) RECOMMENDATION

For any roles where the current SCP sits below the selected range, for the employee's SCP to be increased immediately to the bottom of the scale and back dated to the start of this financial year (Or their date of employment should they have been initially employed after 1st April 2026).

d) RECOMMENDATION

For any roles where the current SCP sits above the selected range, for the employee's SCP to be frozen at their current SCP.

HR2026/019 Urgent information or suggestions for future agendas

The Clerk made members aware of a statutory pension reassessment process being undertaken for a former employee.

There being no further business the meeting closed at 8.00pm

Date of next scheduled meeting: 3rd December 2026

Councillor Rhys Jenkins
Chair of the HR Committee.



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Human Resources Committee held by remote attendance at 7.00pm on Friday 8th May 2026

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present:

Councillors: Rhys Jenkins (Chair), Robert Smith, Chris Parker, Andrea James, Andrew Morgan

Apologies: None.

Absent: None.

HR2026/008 Welcome and Apologies

The Chair welcomed all attendees.

RESOLVED

To accept the reason for absence, proffered with Cllr Andrea James' apologies for absence.

HR2026/009 Disclosures of Interests

None.

HR2026/010 Minutes of HR committee meeting held 21st April 2026

RESOLVED

To approve the minutes of the HR committee meeting held on 21st April 2026 as a true and accurate record subject to the following alteration:

For resolution HR2026/006 c), to alter then names of those Councilors to sit on the recruitment panel from, "Cllrs Rhys Jenkins, Robert Smith and the Clerk" to, "Cllrs Chris Parker, Robert Smith and the Clerk"

HR2026/011 Exclude the press and public.

RESOLVED

By virtue of the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public from all following items of business considered at the meeting on the basis that with regards to all following agenda items, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

HR2026/012 Recommendations of the interview panel for the RFO/Deputy Clerk role.

RESOLVED

To appoint Catherine Kennedy as RFO/Deputy Clerk for 30 hours per week. Employment terms as per the job advert and model NALC Contract already approved by the committee. Including employment at SCP 26 on the National Joint Council for Local Government Services (NJC) pay scale, the candidate holding the CILCA (Certificate in Local Council Administration) qualification, the contract applying an extra scale point above the SPC 25 advertised for the holding of that qualification. Delegated authority to do so having been previously conferred by full council. Start date to be around 1st June, that being indicated as acceptable by the candidate but subject to further negotiation with the Clerk

HR2026/013 Urgent information or suggestions for future agendas

None.

There being no further business the meeting closed at 7.20pm

Date of next meeting: TBD

Councillor Rhys Jenkins
Chair of the HR Committee.