



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Human Resources Committee held by remote attendance at 7.00pm on Tuesday 21st April 2026

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present:

Councillors: Rhys Jenkins (Chair), Robert Smith, Andrew Morgan

Apologies: Cllr Andrea James.

Absent: Cllr Chris Parker

HR2026/001 Welcome and Apologies

The Chair welcomed all attendees.

RESOLVED

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

HR2026/002 Disclosures of Interests

None.

HR2026/003 Minutes of HR committee meeting held 16th December 2025

RESOLVED

To approve the minutes of the HR committee meeting held on 16th December 2025 as a true and accurate record.

HR2026/004 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.

HR2026/005 Recommendations of OVW job evaluation and pay scales exercise.

RESOLVED

To defer consideration of the matter to a future meeting of the committee.

HR2026/006 Note resignation of the RFO/Deputy Clerk and terms of exit and recruitment of a replacement

a) RESOLVED

To accept the terms of resignation set out in the resignation letter, including with regards to untaken holiday entitlement with a planned leaving date of 1st May 2026.

b) RESOLVED

To commence the recruitment process under like for like terms, details as per the draft job advert and draft contract of employment presented to the committee in appendix 3b. The job advert to be issued via appropriate channels at the discretion of the Clerk.

Clerk's Note: In order to comply with clause 9 of the NALC model contract further delegation of authority from full council may be required or the final appointment recommended to full council for resolution. This will be dependent on the circumstances of the preferred candidate.

c) RESOLVED

An interview panel to be convened comprising Cllrs Rhys Jenkins, Robert Smith and the Clerk. The interview panel to make a recommendation to the HR Committee regarding appointment. The closing date for applications to be noon on 6th May 2026 with interviews to take place online on Friday 8th May 2026. The HR Committee to meet 7pm Friday 8th May 2026 to consider the recommendations of the panel.

HR2026/007 Urgent information or suggestions for future agendas

None.

There being no further business the meeting closed at 7.20pm

Date of next meeting: Friday 8th May 2026.

Councillor Rhys Jenkins
Chair of the HR Committee.



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Minutes of the meeting of the Human Resources Committee held by remote attendance at 7.00pm on Tuesday 16th December 2025

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present:

Councillors: Rhys Jenkins (Chair), Chris Parker, Robert Smith

Clerk to the Council: Leigh Smith

Apologies: None.

Absent: None.

HR2025/021 Welcome and Apologies

The Chair welcomed all attendees.

HR2025/022 Disclosures of Interests

The Clerk declared an interest in agenda items 6 and 7 and stated that they would leave the meeting when these items of business were considered.

HR2025/023 Minutes of HR committee meeting held 8th May 2025

RESOLVED

To approve the minutes of the HR committee meeting held on 8th May 2025 as a true and accurate record.

HR2025/024 Exclude 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.

HR2025/025 Note the the National Joint Council for Local Government Services (NJC) agreement on local government pay for 2025/26

NOTED

The Clerk left the meeting.

HR2025/025 The Clerk's annual appraisal.

RESOLVED

To approve the conclusions of the Clerks annual appraisal and the targets for 2026.

The Clerk returned to the meeting.

HR2025/026 One Voice Wales report undertaken on a 5-yearly basis to make recommendations regarding the Council's NALC LC scale and other matters.

a) *RECOMMENDED*

To accept the One Voice Wales report recommendation that the Council now sits at the below the substantive benchmark criteria for LC3 (Clerk SCP Points 33-36).

The Clerk left the meeting.

b) *RECOMMENDED*

To accept the recommendation of the One Voice Wales report that the salary for the post of Clerk should be set between SCP 33 and 36 and to recommend that the Clerk's salary should be set to SCP33 and that this should be back dated to the date of the report, from 1st June 2025.

c) *RESOLVED*

For a future Full Council agenda item to consider the issue of whether the contractual SCP increment due in April 2026 should also be applied or whether the recommended SCP increase (if resolved) be considered the scale increase for 2026.

The Clerk returned to the meeting.

HR2025/027 Principle of pay scales for all roles within the Council and the methodology.

RESOLVED

For the Clerk to approach One Voice Wales to ascertain whether they can assist with job evaluation, grading and potential pay scales for officer roles and any costs associated with doing so.

HR2025/028 Completion of the 6-month probationary period for the Assistant Clerk, to note progress against the Training and achievement plan

a) RESOLVED

To approve the formal completion of the 6-month probationary period for the Assistant Clerk.

b) RESOLVED

To approve the completion of the training and achievement plan and to note the contractual increase to SCP24 for the Assistant Clerk to take effect from 1st January 2026.

HR2025/029 Staffing and employment budget costs for the financial year 2026/27.

RESOLVED

To recommend to the Audit Committee an employments costs budget figure for 2026/27 of £159,230, the details of which to be entered into the 2026/27 budget spreadsheet.

HR2025/030 Contracts of employment for new staff and converted NALC contracts for existing staff.

a) RESOLVED

To approve the NALC Contract for Lisa Phillips as presented in “Appendix 8c” to the Committee.

b) RESOLVED

To approve the NALC Contract for Paul Beach as presented in “Appendix 8d”

to the Committee.

NOTED

To note the existing and previously resolved NALC contracts for Leigh Smith, Rebecca Jenkins and Paul Harris presented in Appendix 8, Appendix 8a and Appendix 8b respectively.

HR2025/031 Employee Social Media Policy

RESOLVED

To adopt the Employee Social Media Policy as presented in “Appendix 9” to the Committee.

HR2024/032 Urgent information or suggestions for future agendas

None.

There being no further business the meeting closed at 8.45pm

Date of next meeting: TBD

Councillor Rhys Jenkins
Chair of the HR Committee.