



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.



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, Andrew Morgan 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.