

LLANHARAN COMMUNITY COUNCIL

MINUTES OF A VIRTUAL MEETING OF THE HUMAN RESOURCES COMMITTEE

HELD ON WEDNESDAY 29TH JULY 2020

At a virtual meeting of the Human Resources Committee of Llanharan Community Council, where the following Members were present:

Cllr Geraint Hopkins (Chair of the Committee),
Cllr Chris Parker (Chair of the Community Council),
Cllr Pam Uppal,
Cllr Robert Lewis-Watkin,
Cllr Rhys Jenkins,
and with Mr Paul Egan (One Voice Wales) in attendance:

Welcome and Introductions

Cllr Hopkins in the Chair

1. The Chair welcomed Members of the Committee and particularly Cllr Jenkins attending his first meeting since his appointment to the Committee. The Chair also again welcomed Mr Egan in his role as advisor to the Council on the Staffing Review.

Apologies for Absence

2. (a) All members of the Committee were present.

(b) The Committee noted that upon the advice of the Chair, the Acting Clerk was not present at the meeting as the substantial item for discussion addressed the matter of appointment of clerical posts to the Council.

Declarations of Interest

3. No declarations of interest were made by Members.

Minutes of the Previous Meeting

4. The Minutes of the meeting of the Human Resources Committee held on 4th June 2020 were approved as a true record of proceedings.

Staffing Review

5. Mr Paul Egan spoke to his revised papers in relation to the Staffing Review, including recommendations for the recruitment of the position of Clerk/RFO to the Community Council, the creation of the new position of Project

Officer/Assistant Clerk; and the consequent redundancy of the position of Assistant Clerk.

The Committee agreed:

- (a) That the Chair of the Committee further consult with the Acting Clerk regarding the recommendations being made by the Committee to the Council in relation to the Staffing Review;
 - (b) To recommend to the Council, in line with the conclusions of the Staffing Review that it agree to make redundant the post of Assistant Clerk to the Council; and create a new post of Project Officer/Assistant Clerk;
 - (c) To recommend that the Council approve the agreed Job Descriptions, Person Specifications, Terms and Conditions for the positions of Clerk/RFO, and Project Officer/Assistant Clerk (attached as Appendices 1 and 2);
 - (d) To seek the Council's instructions to recruit a Clerk/RFO to the Council as soon as possible, and thereafter the appointment of a Project Officer/Assistant Clerk;
 - (e) To recommend to the Council that it delegate to the HR Committee responsibility for the recruitment process for Clerk/RFO and Project Officer/Assistant Clerk, but reserve the final approval of the Committee's recommendations for appointments for a meeting of the full Council;
 - (f) That the interviews of applicants for the post of Clerk/RFO be conducted by the HR Committee, with Mr Paul Egan as advisor to the panel.
6. The Chair informed the Meeting that the interview process for the recruitment of the vacant post of Ground Staff, which had been on hold during the recent Emergency, would now resume, with a view to appointing a successful applicant as soon as possible. Interviews will be conducted by the Acting Clerk and the Chair and Vice Chair of the Council.

Safeguarding of Staff operating from the Council Office

7. The Chair reported that in order to safeguard staff working from the Community Council's Office in Chapel Road, and to facilitate the safe resumption of access to members of the public, a request had been made by the Acting Clerk for authorisation to construct a reception counter with a transparent screen suitable for shielding staff from visitors.

The Acting Clerk was to so authorised by the Committee, provided that the cost does not exceed £1,000, and that a range of quotes for the work are obtained and considered by the Chair of the Council before selection and engagement of a contractor.

There being no further business the meeting was closed.

Cllr Geraint Hopkins Chair