



## LLANHARAN COMMUNITY COUNCIL

### **Minutes of a remote meeting of the Human Resources Committee held at 7.00pm on Thursday 4<sup>th</sup> March 2021.**

#### ***The meeting was held in accordance with:***

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.  
Enabling meetings of local authorities held before 1 May 2021 to be held by means of remote attendance.

#### ***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 the full item 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.

#### ***The following Members were present:***

Cllr. Geraint Hopkins (***Chair of the HR Committee***)  
Cllr. Chris Parker (***Deputy Chair of the HR Committee & Chair of the Community Council***)  
Cllr. Robert Lewis-Watkin  
Cllr. Rhys Jenkins  
Cllr. Pam Uppal

#### **1. Welcome and Apologies for Absence**

**a)** The Chair welcomed Members of the Committee and confirmed that there were no apologies for absence.

**b)** All members of the Committee were in attendance.

#### **2. Declarations of Interest**

There were no declarations of interests from Members.

#### **3. Minutes of the Previous Meeting**

The Minutes of the meeting of the Human Resources Committee held on the 9 December 2020 were approved as a true record of proceedings.

#### **4. Staffing Issues**

**a)** A discussion took place regarding staff absence and the impact of workload for other members of staff.



## **RECOMMENDED**

***To mitigate the impact of staff absence the Committee recommend the following actions;***

- i. To engage the current floral display contractor to undertake the Summer 2021 planting of Council containers at an extra cost of £976.32.
- ii. To increase the current maintenance staff member's contracted working hours from a minimum of 25 hours per week to a minimum of 37 hours per week.
- iii. To schedule a May 2021 meeting of the HR Committee to re-visit the matter of maintenance workload.

**b)** Ms Catherine Kennedy confirmed that on the 1 March 2021, she had written to the Chair of the Council and the Chair of the Human Resources Committee formally resigning from the role of Clerk to the Council/Responsible Financial Officer. In accordance with her contract of employment, her last day of employment was confirmed as 31 March 2021.

## **RECOMMENDED**

To advertise the role of Clerk/Responsible Financial Officer at the earliest convenience.

## **5. Sickness and Absence Policy**

### **RECOMMENDED**

To review and confirm the draft Council Sickness and Absence Policy.

Cllr Geraint Hopkins  
Chair of the Human Resources Committee