



## **LLANHARAN COMMUNITY COUNCIL**

### **Minutes of a remote meeting of the Human Resources Committee held at 1.00pm on Wednesday 9<sup>th</sup> December 2020.**

#### ***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 Chris Parker (Chair of the Community Council),  
Cllr Robert Lewis-Watkin  
Cllr Rhys Jenkins

#### **1. Welcome and Introductions**

*Cllr Parker in the Chair*

The Chair welcomed Members of the Committee.

#### **2. Apologies for Absence**

Apologies were received from Councillors Uppal and Hopkins.

#### **3. Declarations of Interest**

No declarations of interest were made by Members.

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

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

#### **5. Pay and Staffing Review**

(a) The proposed employment of an office cleaner was considered and members  
agreed that due to the low number of hours involved, it may be appropriate to  
contract out to an external company.



### **RECOMMENDED**

To engage an external cleaning company for approximately 2 hours per week, details to be formalised by the clerk.

### **(b) Maintenance**

A discussion took place regarding an incremental pay rise for the role of maintenance staff.

### **RECOMMENDED**

To increase the hourly rate of pay maintaining the past and present percentage above the Government's minimum wage.

### **(c) Assistant Clerk/Project Officer**

A discussion took place regarding the most appropriate time to review the pay scale.

### **RECOMMENDED**

To review pay scale in line with bi-annual performance management appraisals, March and September.

*The Clerk left the meeting:*

### **(d) Clerk to the Council/Responsible Financial Officer**

A discussion took place regarding line management of the clerk and consideration was given to the most appropriate time to review the pay scale.

*The Clerk returned to the meeting:*

### **RECOMMENDED**

The Chair of the Council to take line management responsibility - to be reviewed annually.

That provision is made in the salary/wages budget to accommodate any potential change in pay scale at the end of the clerk's six-month probationary period.

That there are bi-annual appraisals for all staff in March and September. The September appraisals will determine any possible pay scale adjustments, for inclusion in the next financial year budget determinations. These adjustments will be subject to all criteria, as reviewed in the September appraisal, being met in the following March appraisal.

*There being no further business the meeting was closed.*

### **Signature:**

Chris Parker  
Cllr Chris Parker (Chair – in the absence of Cllr Geraint Hopkins)