



## **LLANHARAN COMMUNITY COUNCIL**

**HR COMMITTEE MINUTES** Note: This public version of the minutes has some confidential information redacted.

Minutes of the HR Committee meeting held by video link at 7pm on Monday 1<sup>st</sup> November 2021 in accordance with the:  
**Local Government and Elections (Wales) Act 2021**

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.**

**Present:** Councillors Geraint Hopkins (Chair HR Committee), Chris Parker, Robert Lewis-Watkin, Rhys Jenkins.

**Other Councillors present:** Janine Turner (Not a current member of the Committee).

**Clerk to the Council:** Leigh Smith.

**Absent:** Councillor Pam Uppal.

**Apologies:** None.

**HR2021/008 Welcome and apologies for absence**  
None.

**HR2021/009 Disclosures of personal and prejudicial interests** None



## **HR2021/010 Minutes**

### ***Resolved***

The minutes of the joint HR/Audit meeting held at 7pm on 2<sup>nd</sup> September 2021 by remote attendance were approved as an accurate record of the meeting.

## **HR2021/011 Matters arising**

None

## **HR2021/012 Recruitment of Deputy Clerk/Office Admin**

### ***Resolved***

That the job advert shown in appendix 2a be used with the following additions/amendments.

Job title: Office admin assistant. Starting salary 12.48/hr. Rising to £14.90. Closing date Mid-day 22<sup>nd</sup> November. Interviews 29<sup>th</sup> November. Applications to be sent to Rhys Jenkins. Questions addressed to the Clerk.

### ***Resolved***

To delegate the process, interviews, decision and informing candidates to a recruitment panel comprising Chris Parker, Janine Turner and Leigh Smith.

### ***Resolved***

Rhys Jenkins will receive all applications and anonymise them prior to forwarding to the recruitment panel for shortlisting.

## **HR2021/013 Urgent matters**

None

**There being no further business, the meeting closed at 7.50pm**

Cllr. Geraint Hopkins  
Chair of the HR Committee

## Appendix 2

### Options for recruitment of Office admin assistant

#### Suggestions.

- Version of the job advert (Appendix 2a) to be published (subject to alterations and selection of an appropriate pay level and closing date).
- Advert published online, on Indeed and other free outlets, on local Facebook hubs, shared with local Clerks and Community Council's and posted on Council noticeboards.

The version of the job advert in Appendix 2a is tailored towards general office admin and excludes explicitly mentioning the titles or core elements of the RFO and Deputy Clerk elements.

This is deliberate and is intended to attract credible candidates with relevant experience or skills who may be discouraged or 'frightened off' by the job title assuming that their lack of experience in local government may prove a barrier to a successful application.

One option is to set the pay level of this role slightly lower than that already approved by Council for the role of Deputy Clerk/RFO.

If a candidate is identified at interview who may be suitable for and expresses a desire to fulfil the full Deputy Clerk/RFO job role then this can be offered.

The incentive to accept the full Deputy Clerk/RFO role, with the increased responsibility and statutory obligations that it entails, would be the enhanced pay rate.

Alternatively, if a candidate should accept the Office Admin Assistant role, the Deputy Clerk/RFO role (together with its enhanced pay rate) can be held back or offered as a possible incentive on completion of the probationary period, or simply held back until Council has had the chance to assess the individual 'on the job'.

An alternative approach is to advertise the role as per the job advert in Appendix 2a, but to have the 2 pay levels explicit on the advert 'subject to negotiation with the successful candidate' or 'with potential to increase upon completion of agreed milestones'.

The scope of the job and the corresponding pay level could then be negotiated with the successful candidate, or the role could start at the lower pay level with the incentive that the pay level could rise to the upper limit subject to an assessment either during or following the probationary period.

A documented process would be in place anyway during the probation period (See appendix 2b) which could be expanded to accommodate this mechanism.

## Pay rates

Note:

1. Council recently resolved to offer a salary of 90% of £xx,xxx (SP26) pro rata to 30 hours per week for the uptake of duties that specifically included the role of RFO & Deputy Clerk.
2. When the role of Assistant Clerk was initially appointed (October 2020 the salary offered was £xx,xxx (SP11) pro rata to 17.5 hours per week.

Below are the conversions to an hourly rate, and the salary levels for a 25 hour week and a 30 hour week for a range of pro-rata salaries.

	Full time equivalent salary	Hourly rate	25 hr Week salary	30 hr week salary
SP24	£28,672	£14.90	£19,373	£23,248

xxxxxxx

SP26	£xx,xxx	£xx,xx	£xx,xxx	£xx,xxx
SP20	£25,991	£13.51	£17,561	£21,074
SP16	£24,012	£12.48	£16,224	£19,469
SP11	£21,748	£11.30	£14,695	£17,634

	Full time equivalent salary	Hourly rate	25 hr Week salary	30 hr week salary
Clerks	£ xxxxx	£xxxxx	£xxxxxx	£xxxxxx
90%	£xxxxx	£xxxxx	£xxxxxx	£xxxxxx
85%	£ xxxxx	£xxxxx	£xxxxxx	£xxxxxx
80%	£ xxxxx	£xxxxx	£xxxxxx	£xxxxxx
75%	£xxxxx	£xxxxx	£xxxxxx	£xxxxxx

*All figures rounded/approximate and for illustration purposes only.*

### **Officer Recommendation**

That the job advert set out in Appendix 2a be published as described with a starting pay rate of £13.45/hr (xx% Clerk) and a potential pay rate of £14.24/hr (xx% clerk) (See appendix 2a to illustrate how this would look) upon the achievement of certain milestones and based around the full job description of Deputy Clerk/RFO. (One of these milestones should include the achievement of ILCA).



## OFFICE ADMIN ASSISTANT

**Starting Salary £xx.xx/hr (with potential to increase to £xx.xx/hr upon achievement of agreed milestones) 25-30 hrs per week negotiable.**

We are seeking an enthusiastic and committed person for this varied and interesting role to assist the Clerk in helping the Council to achieve its goals for the community.

The successful candidate will provide general administrative support including preparing agendas and minutes of meetings, general financial administration, and general office functions. There will also be interaction with the public. In the absence of the Clerk the postholder will cover some of the duties of the Clerk that will be required to maintain effective Council administration.

Hours of work will be set on weekdays (to be agreed with the successful candidate) with occasional evening meeting attendance required.

### **Candidate specification:**

#### **Essential:**

- A willingness to develop skills and knowledge and attend training where appropriate.

- The ability to manage multiple tasks and your own time in order to meet deadlines in a busy office environment.
- The ability to deal with the public in a professional manner.
- The ability to problem-solve, carry out research and to suggest solutions for challenges that arise.
- Experience in general administration in an office environment.
- Proficient in the use of Microsoft and Adobe IT software and willingness to train to use bespoke software packages (eg financial management software, payroll software etc..).
- The ability to diligently maintain effective paper and electronic filing systems to record the business of the Council in a recoverable format.
- Competent in general finance matters such as processing invoices, understanding statements, using online banking, using bespoke software, running reports etc...

**Desirable:**

- A willingness to advance the role and take on extra responsibility.
- A willingness to learn about the democratic environment and to develop knowledge in local government law and procedure to ensure that legal, statutory and other provisions governing or affecting the Council are assured.
- A willingness to proactively seek to improve the Councils administration practices and introduce policies.
- A working knowledge of general Management issues such as HR, Health and Safety etc...
- Previous experience of working in local government.

For further details or to obtain an application form please email:

[Office@Llanharan-CC.Gov.Wales](mailto:Office@Llanharan-CC.Gov.Wales)

Closing date: Midnight on xx Month 2021



Area of competence	Description	Training provided	Competence confirmed	Areas of further development required	Further training/support agreed	Outcome	Further notes
Council Standing Orders and Financial Regulations.	Read and understand Standing Orders and Financial Regulations.						
Duties and Powers of Community Council	Brief description. Signpost to the information on duties and Powers that is listed on the website.						
General admin	Enrol onto payroll. Enrol onto pension scheme. Arrange Bank access/mandate. Arrange credit card.						
Navigation of Sharepoint	Familiarity of use and how files and information is organised on sharepoint. Recognising importance of filing all documents and correspondance in sharepoint and in the correct locations.						
Structure of Council/Committies	Understanding terms of reference, membership and planned dates of all meetings including committees						
Drawing up of an agenda	Principles of drawing up an agenda. Format of agendas. Legal aspects of timing and public display of agendas. Issuing the agenda to Councillors and the public. Arranging and managing Zoom meetings. Email protocols.						
Drawing up and issuing papers	When and how to prepare papers (Appendices). Clerks recommendations. IT aspects.						
Clerking of a meeting	Managing IT and presentation aspects of a meeting. Ensuring lawful conduct.						
Drawing up of minutes	Process of taking notes and writing of minutes. Format of minutes and minute numbers. Legal and practical aspects of minute taking and writing. Posting of minutes and papers on website and approval and signing process.						
Maintenance of website information	How to manage information on the website. Adding, removing and displaying the correct documents in the correct format in the correct section of the site.						
Social media accounts.	Principles of management of social media accounts. Mechanism and conduct.						
Wages, timesheets and pensions	Intepretation and recording of work done, hours worked, leave, sickness and mileage from timesheets. Entry of such onto electronic timesheet spreadsheet. Understanding of timesheet spreadsheet inc calculation of leave entitlement, leave taken and outstanding leave and how pay and mileage payments are generated. Use of Payroll manager portal. Entry of wages, pensions information and generation of payslips. Payment of wages from bank. Management of paperwork (invoice file). Pensions lconnect entry. Pensions remittance slip for RCT Payment of pension contributions (Superannualtion) to RCT						

Financial month end	Management of payment through the month including payments, authorisations and filing protocol. Month end invoice file check. Credit card statement check. Rialtas payments and receipts entries. Rialtas bank reconciliation process (Inc Credit card). PSDF reconciliation process. Generating reports for council.						
Maintenance managment	Routine maintenance tasks. Day to day management of staff and workflow.						
Banking and CC - sort - pensions (i connect)							