



## Item No. 24

Council - 11 February 2021

### Appraisal of the Clerk.

#### 1. Introduction

- 1.1 The Clerk commenced his duties on 1 June 2020. The Clerk has recommended that he be subject to an annual appraisal to oversee his performance.

#### 2. Day to Day Management of the Clerk

- 2.1 One Voice Wales recommends that a single Councillor be tasked with the day-to-day management of the Clerk. This ensures consistency and clarity for the Clerk. One Voice Wales state that this Councillor should not necessarily be the Chair of Council as that position changes on an annual basis.
- 2.2 At the Council Meeting on 14 January 2021, Councillor Paul Baker was suggested for this role.

#### 3. Establish a Personnel Committee

- 3.1 The Clerk suggests that a Personnel Committee be established comprising a small number of Councillors.
- 3.2 The Personnel Committee be granted delated authority to conduct all matters relating to the Clerk with the following Terms of Reference:
- i) To oversee the performance of the Clerk.
  - ii) To oversee and monitor the hours and holiday entitlement of the Clerk.
  - iii) To monitor and manage any sickness / absence of the Clerk.
  - iv) To manage any disciplinary or grievance issues (for or against) relating to the Clerk.
  - v) To manage the pay and training of the Clerk.
  - vi) To deal with any other issues referred by the Council.

#### 4. To Oversee the Performance of the Clerk

- 4.1 The Personnel Committee could consider setting a few Performance Indicators (PI's) to measure the performance of the Clerk.

**5. To Oversee and Monitor the Hours and Holiday Entitlement of the Clerk**

- 5.1 The Clerk is currently employed on a 16 hour per month contract. The workload of the Clerk must be reasonable and targeted to meet the Council's priorities.
- 5.2 It is proposed that the booking of annual leave should be done via the Councillor assigned as the Clerk's day-to-day Manager.

**6. To Monitor and Manage any Sickness / Absence of the Clerk**

- 6.1 There may be occasion when the Clerk is absent possibly due to sickness. A system needs to be in place, so that cover can be provided at short notice in such circumstance. The Clerk suggests that he approach a Democratic Services Officer within Swansea Council who is also a Community Council Clerk to provide such cover. The Council would need to authorise such payment as is reasonable.
- 6.2 The Clerk shall also make enquiries of the Council Insurer to better understand the cover provided for such payment under the Insurance Policy.

**7. To Manage any Disciplinary or Grievance Issues (For or Against) Relating to the Clerk**

- 7.1 Details relating to Dispute Resolution can be found within the Clerk's Contract of Employment.
- 7.2 The Clerk shall present a draft Grievance & Disciplinary Policy to Council in due course, for Council to consider adopting.

**8. To Manage the Pay and Training of the Clerk**

- 8.1 The Clerk is currently paid at Spinal Point 55 within the Salary Range 55-62 (Pro Rata) as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.
- 8.2 The Personnel Committee should determine whether the Clerk should progress to the next Spinal Point on an Annual Basis. However, it should be noted that the Clerk's Contract of Employment states that "One salary point will be added to your salary for success in obtaining the Certificate in Local Council Administration (CiLCA) qualification.
- 8.3 The Clerk intends commencing the CiLCA qualification during 2021.
- 8.4 The Clerk has undertaken several Training courses since commencing his employment and will continue to ensure appropriate development.

**Huw Evans**  
**Clerk to Llangyfelach Community Council**