



Minutes of the Personnel Committee

Held: Multi-Location Meeting: At: Llangyfelach Church Hall, Llangyfelach & Remotely via Microsoft Teams

On Thursday, 10 February 2022 at 5.30pm

Present:

Councillors: Paul Baker, Phil Crayford & Mark Tribe

Clerk to the Council: Huw Evans

1 Election of Chair of Personnel Committee

Resolved that Councillor Paul Baker be elected Chair of the Personnel Committee for the Municipal Year 2021-2022.

Councillor Paul Baker (Chair) Presiding

2 Election of Vice-Chair of Council

Resolved that Councillor Mark Tribe be elected as Vice-Chair of Council for the Municipal Year 2021-2022.

3 Apologies for Absence

An apology for absence was received from Councillor Mike Glover.

4 Disclosures of Personal & Prejudicial Interests

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, no interests were declared.

5 Minutes of Personnel Committee

Resolved that the Minutes of the Meeting(s) held on the following date(s) be approved and signed as a correct record:

- i) 10 June 2021.

6 Exclusion of the Public

Resolved that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted relating to the Clerk.

7 Appraisal of the Clerk

The Clerk stated that he had commenced his duties with Llangyfelach Community Council on 1 June 2020. He outlined the Terms of Reference of the Personnel Committee:

- 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.

Resolved that:

- 1) In future, the Chair of the Personnel Committee conduct the Appraisal of the Clerk and feedback to the Personnel Committee.
- 2) The Performance Indicator (PIs) progress be noted.
- 3) The Performance Indicators (PIs) for the next financial year be agreed.
- 4) The performance of the Clerk be recorded as excellent.
- 5) The Appraisal Interview form as outlined in Appendix A of the report be adopted for future use.

The meeting ended at 5.50pm

Chair