



Item 4

Personnel Committee - 13 April 2023

Managing the Clerk, Staff & Volunteers (For Information)

1. Introduction

- 1.1 Section 112 of the Local Government Act 1972 allows a Council to appoint Officers as it believes necessary for the proper discharge of its functions. Section 112(2) allows the employee to have “*reasonable terms and conditions*” as Council thinks appropriate.
- 1.2 Llangyfelach Community Council currently has one employee (The Clerk).

2. Management of Staff & Volunteers

- 2.1 The Clerk is responsible for the management of staff and volunteers. Council employees have legal protection for pay, pensions, sickness, health & safety, bullying, harassment, discrimination etc.
- 2.2 The Clerk manages the Volunteers (used during Christmas Event) ensuring their safety. They are briefed ensuring they understand their duties and roles.

3. Managing of the Clerk

- 3.1 The Council is the employer. An individual Councillor cannot Line Manage the Clerk. The Council has delegated management of the Clerk to the Personnel Committee. The Committee has clear Terms of Reference.
- 3.2 The Personnel Committee comprises of four Councillors and meets twice per year. The Committee monitors the performance of the Clerk and conducts the Clerks Annual Appraisal which links to SMART methodology (**S**pecific, **M**easurable, **A**chievable, **R**ealistic & **T**ime-Bound). This leads to training and development being identified for the Clerk. This aids the Clerks Continuous Professional Development (CPD) which benefits the Council.
- 3.3 The Council has several core documents to support the employment, such as:

Contract of Employment	Job Description
Disciplinary Policy	Person Specification
Financial Regulations	Training Plan

Huw Evans
Clerk to Llangyfelach Community Council