



## **Minutes of the Personnel Committee**

**Held At / Via: Multi-Location Meeting - Llangyfelach Church Hall, Llangyfelach & Microsoft Teams**

**On Thursday, 13 April 2023 at 5.30pm.**

**Present:** Councillor Paul Baker (Chair) Presided

**Councillors:** Phil Crayford, Peter Gibson & Sharon Phillips

**Clerk to the Council:** Huw Evans

### **5 Apologies for Absence**

No apologies received.

### **6 Disclosures of Personal & Prejudicial Interests**

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

### **7 Minutes of Personnel Committee**

**Resolved** that the Minutes of the Personnel Committee held on the following dates be approved and signed as a correct record:

- i) 19 May 2023.

### **8 Managing the Clerk, Staff & Volunteers**

The Clerk submitted an information report setting out the lines of management of the Clerk, Staff & Volunteers.

### **9 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.

**(Closed Session)**

## 10 Professional Development Plan (PDP) - The Clerk

The Clerk submitted his Professional Development Plan 2023-2024. The Plan outlined the training identified by the Clerk to aid his development. The Plan outlined timescales and costs which the Council would fund.

**Resolved** that the Clerk's Professional Development Plan be approved.

## 11 Appraisal of the Clerk

The Clerk stated that he started with the Council on 1 June 2020. He outlined the Terms of Reference of the Personnel Committee:

Councillor Paul Baker, Chair of the Personnel Committee stated that he had carried out the Clerk's appraisal and provided feedback regarding the Clerks training and development. He stated that the Clerk had achieved an excellent appraisal.

The Clerks outlined his progress with the Certificate in Local Council Administration (CiLCA) qualification. The Society of Local Council Clerks (SLCC) state that a Clerk is likely to spend approximately 200 hours of work to achieve the CiLCA qualification. The Society of Local Council Clerks (SLCC) suggest that the Community Council should pay up to 70% of these hours.

The Clerk's contract of employment states that the Council should consider on an annual basis whether the Clerk should progress to the next spinal point in relation to salary. The Contract also states that the Clerk shall receive see an increase of one spinal point on achievement of CiLCA.

**Resolved** that:

- 1) The Performance Indicator (PIs) progress be noted.
- 2) On the request of the Clerk, he not progress to the next spinal point; however, this be reviewed annually.
- 3) On the request of the Clerk, his salary be not increased with a spinal point on achievement of CiLCA.
- 4) The Personnel Committee recommend to Council that a payment of 24 hours be paid to the Clerk on achievement of CiLCA in recognition of the additional work undertaken.
- 5) The Clerks Appraisal be agreed.

The meeting ended at 5.45pm

**Chair**