



Minutes of the Personnel Committee

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

On Thursday, 11 September 2025 at 5.30pm.

Present: Councillor Paul Baker (Chair) Presided

Councillors: Jamie Jewell & Sharon Phillips

Clerk to the Council: Huw Evans

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) 8 May 2025.

8 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)

9 Model Contract of Employment for Local Councils - The Clerk

The Clerk stated that in February 2024, a new Model Contract of Employment was drafted for the National Association of Local Councils (NALC) by WorkNest HR. It was endorsed by the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW). NALC and SLCC recommended Councils to offer enhanced terms that align with the best practice within the Local Government sector. This best practice is defined by the Green Book terms and conditions. This model contract incorporates Green Book terms.

The National Joint Council for Local Government Services National Agreement on Pay and Conditions or 'Green Book' terms and conditions are agreed nationally and any changes (such as pay) should be automatically applied to Council staff if their contract incorporates Green Book terms.

The Clerk in consultation with the Chair of Personnel Committee has considered the new Model and transferred the specific elements of the current contract into the new Model Contract of Employment.

Resolved that the Clerk's new Contract of Employment to Council be supported and recommended to Council for adoption.

10 Appraisal of the Clerk

The Clerk stated that he commenced employment with the Council on 1 June 2020. He outlined the Terms of Reference of the Personnel Committee and stated that Councillor Paul Baker, Chair of the Personnel Committee carried out the day to day management of the Clerk.

The Personnel Committee carried out the Clerk's appraisal and completed the Clerks Appraisal Interview Form.

Resolved that:

- 1) The Performance Indicator (PIs) progress & Appraisal be noted.
- 2) The Clerks Appraisal Interview Form as agreed be signed by the Chair of the Personnel Committee and Clerk.
- 3) The Personnel Committee recommend to Council that the Clerk's salary band be amended and that the monthly working hours be increased to 18-hours.

The meeting ended at 5.45pm

Chair