

## Pwyllgor Adnoddau Dynol.

## Human Resources Committee.

### Agenda 23.05.2023.

- |  |   |
|--|---|
| <p><b>1. Cyhoeddiadau y Cadeirydd.</b></p>   | <p><b>Chairs announcements.</b></p>   |
| <p><b>2. Ymddiheuriadau am absenoldeb.</b><br/>I dderbyn, ystyried a derbyn<br/>Ymddiheuriadau am absenoldeb.</p>  | <p><b>Apologies for absence.</b><br/>To receive, consider and accept apologies<br/>for absence.</p>   |
| <p><b>3. Datganiadau o Fuddiant.</b><br/>I dderbyn unrhyw ddatganiadau o<br/>fuddiant ar eitemau ar yr agenda.</p>   | <p><b>Declaration of Interest.</b><br/>To receive any known declarations of<br/>interest in items on the agenda.</p>  |
| <p><b>5. Cofnodion.</b><br/>I awdurdodi'r Cadeirydd i arwyddo cofnodion<br/>yr cyfarfod blaenorol y Pwyllgor fel cofnod<br/>cywir.</p>   | <p><b>Minutes.</b><br/>To authorise the Chair to sign the minutes<br/>of the previous meeting of the Committee<br/>as a correct record.</p>   |
| <p><b>6. Adroddiadau Clerc y Dref.</b><br/>I dderbyn adroddiadau a gyflwynwyd gan yr<br/>Clerc y Dref ac ystyried yr argymhellion ynddo.<br/>Mae adroddiadau yn ddogfennau gwaith ac<br/>felly nid ydynt wedi'u cyfieithu.</p> <p>Arfarniadau blynyddol</p>  | <p><b>Town Clerk Reports.</b><br/>To receive reports submitted to the Town<br/>Clerk and considered the<br/>recommendations therein. Reports are<br/>working documents and are therefore not<br/>translated.<br/>Annual appraisals</p>  |
| <p><b>7. Gohebiaeth.</b><br/>I ystyried gohebiaeth a dderbyniwyd ac i<br/>wneud unrhyw benderfyniadau angenrheidiol<br/>arno. (Gellir derbyn gohebiaeth ar ôl i'r<br/>agenda gael ei chyhoeddi a gellir ei hystyried<br/>yn y cyfarfod hwn).</p>   | <p><b>Correspondence.</b><br/>To consider correspondence received and<br/>to make any necessary decisions thereon.<br/>(Correspondence can be received after the<br/>agenda has been published and may be<br/>considered at this meeting).<br/>One Voice Wales</p>                                    |
| <p><b>8. Rhan B.</b><br/><b>Gwahardd y cyhoedd a 'r Wasg.</b><br/>Yn rhinwedd Deddf Cyrff Cyhoeddus (Derbyn i<br/>Gyfarfodydd) 1960, ni chaiff y wasg na'r<br/>cyhoedd eu cynnwys yn y trafodaethau ar yr<br/>eitem ganlynol ar y sail y byddai eu datgelu yn<br/>niweidiol i fudd y cyhoedd oherwydd natur<br/>gyfrinachol y busnes i'w drafod.</p> | <p><b>Part B.</b><br/><b>Exclusion of Public and Press.</b><br/>By virtue of the Public Bodies (Admission to<br/>Meetings) Act 1960, the press and public<br/>are excluded from discussions on the<br/>following item on the basis that disclosure<br/>thereof would be prejudicial to the public</p> |

interest by reason of the confidential nature of the business to be transacted.

**9. Adroddiadau.**  
Broses arfarnu

**Reports.**  
Absence reporting.

**REPORT AUTHOR:** Chair.  
**SUBJECT:** Town Clerk's Annual Appraisal.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To consider the Town Clerk's annual appraisal.

**2. Background.**

2.1 Under standing orders the Chair of the Human Resources Committee, or in his absence the vice-chair, shall conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal are subject to approval by resolution by the Human Resources Committee.

2.2 The review was undertaken in line with the Town Councils Training and Development Policy for Staff and Councillors.

**3. Actions.**

3.1 The appraisal identified actions required by the employer in response to the appraisal relating to the need to update the Town Clerks Job description to cover new areas of activity and remove redundant roles.

3.2 An analysis of the current job description and suggested revision are detailed in appendix 1.

3.3 The Town Clerks contract and job description stipulates that the post-holder is required to attend training courses or seminars on the work and role of the Clerk as required by the Council and to attend Conferences of the Society of Local Council Clerks and other relevant bodies as a representative of the Council as and when authorised.

3.4 The appraisal process is used to identify and agree the Town Clerk's training needs, and the following conferences are regarded as conferences to be attend in the 2023/234 financial year:

- SLCC National Conference 2023 (virtual).
- Regional Training Seminars Wales 2023
- One Voice Wales / SLCC joint conference. 2023
- SLCC Practitioners 2024.

**4. Recommendation.**

4.1 It is recommended that the Committee: -

- a) notes the progress on the appraisal.
- b) considers the revisions to the job description.
- c) and authorises the Town Clerk's attendance at the conferences identified part c of the appraisal, objective setting and training needs identification.

**10. Reasons for recommendation.**

- 10.1 To maintain reflect the job role, staff skill levels and ensure probity in the management of Town Councils Human Resources.

**Appendix 1.**

**Llangollen Town Council**

**Job Description - Town Clerk and Responsible Financial Officer**

	<b>Current</b>	<b>Revisions</b>
<b>1</b>	<p>Overall Responsibilities</p> <p>The Town Clerk is designated the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.</p> <p>The Town Clerk will be totally responsible for ensuring that the instructions of the Town Council in connection with its function as a Local Authority are carried out.</p> <p>The Town Clerk is expected to advise the Town Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.</p> <p>The Town Clerk will be accountable to the Council as the Responsible Financial Officer and as such responsible for all financial records of the Town Council and the effective management of its resources.</p>	
	Specific Responsibilities	

<b>2</b>	To ensure the statutory and other provisions governing or affecting the running of the Council are observed.	
<b>3</b>	To be responsible, as the Responsible Financial Officer, for managing the Council's income and expenditure, preparing annual budgets, monitoring, and balancing the Council's accounts and maintaining appropriate financial controls and records including risk management.	
<b>4</b>	To be responsible, as the Responsible Financial Officer, for ensuring the accounts are prepared for internal audit and for completion of the external auditors Annual Return.	
<b>5</b>	To ensure all claims for VAT reimbursement are submitted regularly	
<b>6</b>	To ensure appropriate Inland Revenue, PAYE and National Insurance records are maintained relating to Council staff.	To supervise other members of staff either directly or indirectly in keeping with the policies of the Council and to ensure that all necessary activities in connection with the management of salaries, conditions of employment and the work of other staff are carried out.
<b>7</b>	To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.	To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To obtain quotations and cost estimates when necessary and issue invoices on behalf of the Council for goods and services and to ensure payment is received.
<b>8</b>	To obtain quotations and cost estimates when necessary	Delete included in 7 above
<b>9</b>	To ensure that the Council' obligations for Risk Management are properly met	Delete included in 3 above
<b>10</b>	To prepare, in consultation with appropriate Members, agendas for meetings of the Council and Committees.	To prepare, in consultation with appropriate members, agendas for meetings of the Council, Committees and task and finish groups. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another officer.
<b>11</b>	To attend all meetings of the Council and all meetings of its committees and sub-committees and prepare minutes for approval	

<b>12</b>	To receive correspondence and documents on behalf of the Council and to deal with or bring such items to the attention of the Council. To issue correspondence as a result of instructions from the Council or on the basis of the policy of the Council	To receive all incoming mail, electronic mail, telephone calls and office enquiries on behalf of the Council and respond and report to the Council as appropriate.
<b>13</b>	To study reports and other information relating to the responsibilities of the Council and to ensure such information is conveyed to the Council. Where appropriate to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council and/or its committees.	
<b>14</b>	To draw up on own initiative, and as a result of suggestions by councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.	
<b>15</b>	To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications	
<b>16</b>	To act as the representative of the Council as and when required.	Delete merged with 19 below
<b>17</b>	To issue notices and prepare agendas in consultation with the Town Mayor for the Annual Town meeting and record minutes.	Delete covered in new 10 above
<b>18</b>	To prepare in consultation with the Town Mayor press releases about the activities of, or decisions by the Council. Deal with Town Mayors correspondence.	To prepare, in consultation with relevant councilors, press releases about the activities of, or decisions made by the Council.
<b>19</b>	To organise civic events and services such as Remembrance Day, Civic Service, Civic Receptions, Hospitality for visitors on behalf of the Town Mayor and/or Council	To act as the representative of the Council as required; to receive official visitors from home or overseas, and to be responsible, either directly or indirectly, for civic events
<b>20</b>	To make appropriate arrangements to receive official visitors from home or overseas.	
<b>21</b>	To ensure effective maintenance is carried out at the Council's land portfolio and deal with any issues arising.	

<b>22</b>	To arrange for the repair and maintenance of bus shelters and roadside seats	To be responsible, either directly or indirectly, for the security and maintenance to an agreed standard of all buildings and property owned or managed by the Council.
<b>23</b>	To act as Secretary to the Friends of the Town Hall Group attend meetings, prepare agendas, take minutes, deal with correspondence, and arrange for appropriate projects to be carried out	Delete
<b>24</b>	To arrange bookings for events at the Town Hall, issue invoices and ensure appropriate payments are received.	To be responsible, either directly or indirectly, for bookings for events at the Town Hall, issue invoices and ensure appropriate payments are received.
<b>25</b>	To organise appropriate cleaning and caretaking duties for the Town Hall	To be responsible, either directly or indirectly, for the appropriate cleaning and supervisory duties for the Town Hall
<b>26</b>	Deal with day-to-day enquiries on various issues by members of the public calling at office or by telephone/email etc	Delete merged with 12 above
<b>27</b>	Liaise with Denbighshire County Council and other Local Authorities and local organisations and attend meetings as appropriate.	
<b>28</b>	To organise production of the fortnightly Llangollen Diary, editing and advising on content, printing and distribution, inserts etc. Supervising the issue of invoices, receipt of payments etc.	To ensure that relevant information on the Council and other related matters is made widely available to members of the public through traditional means such as newsletters and noticeboards and make best use of technology the Town Councils website and social media.
<b>29</b>		To oversee the promotion of council's work and services to the local community and to ensure that the community are engaged and consulted on matters of importance to them.
<b>30</b>	To attend training courses or seminars on the work and role of the Clerk as required by the Council and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.	

31	To attend Conferences of the Society of Local Council Clerks and other relevant bodies as a representative of the Council as and when authorised by the Town Council.	
32	To manage the Town Council's CCTV system and liaise with Police as necessary.	Delete
33		To act as the Council's Data Controller and ensure the Council complies with the Data Protection Act, and the Council's Information policies.
34		To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices is maintained.
35		To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.