

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE HUMAN RESOURCES COMMITTEE HELD ON 12th JUNE 2018

Present: Cllr A. Beech, Cllr A Cheminais (Vice Chair), Cllr J. Haddy (Chair) and Cllr R Lovelock.
In attendance: G. Thomas (Town Clerk).

HRC/1/19 Election of Chair.

It was proposed, seconded and resolved that Cllr Haddy be appointed as Chair of the Committee for the forthcoming year.

All agreed.

HRC/2/19 Apologies for absence.

Cllr I. Richards.

HRC/3/19 Election of Vice-Chair.

It was proposed, seconded and resolved that Cllr Cheminais be appointed as Vice-Chair of the Committee for the forthcoming year.

All agreed.

HRC/4/19 Declaration of Interest.

None.

HRC/5/19 Minutes of last meeting.

It was proposed, seconded and resolved that the Chairman be authorised to sign the minutes of the Human Resources Committee held on the 10th January 2018, as a correct record.

All agreed.

HRC/6/19 Reports.

HRC/6/19 a) Town Hall Supervisor Vacancy.

Members consider a report on the funding for a new post of Facilities Officer following the resignation Town Hall Supervisor.

It was proposed, seconded and resolved that Human Resources Committee recommended to the Town Council that a new post of Facilities Officer as is created and seek a supplementary estimate of £2,300 to the Town Hall salary cost centre to be funded from general reserves to cover the additional cost of this post in this financial year.

All agreed.

HRC/6/19 b) 2018-19 National Pay Agreement.

Members considered a report on the adjustment to staff salaries in line with the pay award defined by the National Joint Council for Local Government Services.

It was proposed, seconded and resolved to agree that the salary awards detailed by the National Joint Council for Local Government Services are implemented for the 2018/19 financial year.

HRC/7/19 Future Agenda items.

Shortlisting of the post of Facilities Officer.

There being no further items the meeting closed at 4.48 pm.

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE HUMAN RESOURCES COMMITTEE HELD ON 24th JULY 2018

Present: Cllr A. Beech, Cllr A Cheminai (Vice Chair), Cllr J. Haddy (Chair) and Cllr I. Richards.
In attendance: G. Thomas (Town Clerk).

HRC/8/19 Apologies for absence.

Cllr R Lovelock.

HRC/9/19 Declaration of Interest.

None.

HRC/10/19 Minutes of last meeting.

It was proposed, seconded and resolved that the Chairman be authorised to sign the minutes of the Human Resources Committee held on the 12th June 2018, as a correct record.

All agreed.

HRC/11/Resolution to exclude the press and public.

It was proposed, seconded and resolved to exclude the press and public on agenda items 10 and 11 on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

All agreed.

HRC/12/19 Facilities Officer.

Members consider the shortlisting of applications received in respect of the Facilities Officer.

It was proposed, seconded and resolved that Mr G Evans, Miss H Davies, Ms E Jones and Mr G Roberts be invited to interview on the 14th August 2018, and that all Members of the Committee should make up the interview panel.

All agreed.

There being no further items the meeting closed at 4.35 pm.

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE HUMAN RESOURCES COMMITTEE HELD ON 4th SEPTEMBER 2018

Present: Cllr A. Beech, Cllr A Cheminais (Vice Chair), Cllr J. Haddy (Chair) Cllr R Lovelock and Cllr I. Richards.

In attendance: G. Thomas (Town Clerk).

HRC/13/19 Apologies for absence.

None.

HRC/14/19 Declaration of Interest.

None.

HRC/15/19 Minutes of last meeting.

It was proposed, seconded and resolved that the Chairman be authorised to sign the minutes of the Human Resources Committee held on the 24th July 2018, as a correct record.

All agreed.

HRC/16/19 Facilities Officer.

Members confirmed the appointment of the Facilities Officer.

It was proposed seconded and resolved that Ms Eiluned Wyn Jones be appointed to the post of Facilities Officer subject to a three-month probationary period.

All agreed.

HRC/17/19 2019/20 Budget preparation.

Members consider a report on the implication of the priorities identified in the business plan which were the responsibility of the Committee and reviewed the draft budget in the light of these priority actions.

It was proposed seconded and resolved that the Chair would present the Committee's proposed budget to the Budget Working Group prior to the draft budget being considered by Full Council.

All agreed.

There being no further items the meeting closed at 6.05 pm.

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE HUMAN RESOURCES COMMITTEE HELD ON 7th FEBRUARY 2019

Present: Cllr A. Beech, Cllr J. Haddy (Chair) Cllr R Lovelock and Cllr I. Richards.
In attendance: G. Thomas (Town Clerk).

HRC/18/19 Apologies for absence.

Cllr A Cheminais.

HRC/19/19 Declaration of Interest.

None.

HRC/20/19 Minutes of last meeting.

It was proposed, seconded and resolved that the Chairman be authorised to sign the minutes of the Human Resources Committee held on the 4th September 2018, as a correct record.
All agreed.

HRC/21/19 Continuous Professional Development.

Members considered a report to approve the Town Clerk's attendance conferences in 2019.
It was proposed, seconded and resolved That the Committee endorses the Town Clerk's attendance at both conferences and that the costs are supported from the staff training and Town Clerks subsistence cost centres.
All agreed.

HRC/22/19 Resolution to exclude the press and public.

It was proposed, seconded and resolved to exclude the press and public on agenda items relating to staff issues on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
All agreed.

HRC/22/19 Facilities Officer's Probationary Period.

Members considered a report to confirm he satisfactory completion of the probationary period for the post of Facilities Officer
It was proposed, seconded and resolved that the Committee notes that the employee had successfully completed the probationary period and that they be formally notified as confirmation.
All agreed.

HRC/22/19

Members considered a report on the findings of the analysis of the Town Clerks working time.
It was proposed, seconded and resolved that the Committee notes the findings of the time analysis and agreed to transfer some of the Town Clerks responsibilities to post a Facilities Officer and agreed the appropriate remuneration for these extra duties by regarding the Facilities Officer's post as LC1 (5-6) with the Facilities Officer being paid at SCP 6.
All agreed.

HRC/22/19

Members considered a report to adjust staff salaries in line with the pay award defined by the National Joint Council for Local Government Services (NJC) salary scales and staff appraisals.

It was proposed, seconded and resolved that the Committee agrees that the salary awards detailed in the National Joint Council for Local Government Services pay scales for 2019-2020 be implemented from 1 April 2019 with the Town Clerk being remunerated at SCP 30 and the Factifies Officer SCP 6
All agreed.

There being no further items the meeting closed at 5.42 pm.