

CYNGOR CYMUNED
YNYSYBWL & COED-Y-CWM COMMUNITY COUNCIL
MINUTES OF THE EXTRAORDINARY MEETING OF THE HUMAN RESOURCE COMMITTEE
OF YNYSYBWL & COED-Y-CWM COMMUNITY COUNCIL
HELD AT YNYSYBWL COMMUNITY CENTRE ON TUESDAY 18TH JUNE 2024 @ 17:00 PM
CLERK ANNEMARIE BEVAN EDWARDS

PRESENT: Councillors Messrs E. Wigfall, G. Haines, B. Williams, C. Evans and Mrs C. Banwell

1.PURPOSE OF MEETING

The extraordinary meeting of the Human Resources Committee was called following the resignation of the current Clerk & RFO Mrs A. Bevan Edwards.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mrs A. Ellis.

3. CURRENT SITUATION

3.1 Cllr Haines brought to the attention of the council the following items

- i) The Clerk has agreed to remain in post until Friday March 28th 2025, giving the council time to recruit and orientate a new Clerk & RFO. This was **RESOLVED** and agreed by the committee.
- ii) For personal reasons the Clerk requested that she be allowed to work from home the weeks of October 21st 2024 and October 28th 2024 returning to work on Wednesday 6th November 2024. This was **RESOLVED** and agreed by the committee.
- iii) Cllr Haines suggested to the committee that the hiring process be starting contemporaneously and that a timetable for the adverts etc be agreed. This was **RESOLVED** and agreed by the committee.
- iv) Cllr Haines also suggested to the committee that the new appointee be given a three month orientation period to work with the current Clerk – this will allow the current Clerk to mentor the new appointee through an Audit process. This was **RESOLVED** agreed by the committee.

4. NALC RECRUITMENT PROCESS

4.1 The Chair Cllr Wigfall presented to the committee the latest information regarding the recruitment of a Clerk & RFO from NALC. The following issues were discussed.

- i) The current Clerk was asked to produce an induction package and handbook for the new appointee. This was **RESOLVED** and agreed to by the committee and the Clerk
- ii) The new appointee pay award was discussed and in keeping with the current NALC's information it was agreed that the new employee commence on NALC April 2023 pay scale LC2 (18-23) pay point 20 increasing in increments once the new appointee has completed a successful probation period and completed the ILCA and CiLCA qualifications. This was **RESOLVED** and agreed to by the committee.
- iii) Hybrid working was discussed. It was **RESOLVED** and agreed to by the committee that flexible working be discussed with the new appointee if required. But a caveat for the appointment is that the new appointee will be in the office in Ynysybwl for a minimum or equivalent of one full day a week.
- iv) It was **RESOLVED** and agreed by the committee that a budget of £1000 be assigned for the recruitment and retention for the appointment of the new Clerk & RFO.
- v) The following timetable for recruitment was **RESOLVED** and agreed by the committee.

- i) Advert out by October 11th 2024 – closing date 18th November 2024
- ii) Short list to be agreed by 11th November 2024 – and presented to council at the December meeting
- iii) 18th November 2024 - interviewees to be offered an interview – and given a two-week period of notice for interview
- iv) Interviews to take place between the 2nd and 6th December 2024 and be offered for either during the day or the evening
- v) New appointee to commence employment on Monday 6th January 2025
- vi) The new employee will have a probation period of 6 months – with a three month and 6-month review of performance
- vii) Line management of the new appointee will be by the Chair and designated to the Vice Chair where required
- viii) A caveat to item vii – is that any person providing line management duties will be required to complete the OVW training courses such as The Council as Employer
- ix) Cllr E Wigfall will organise the required documents for the interview process using the current NAACL guidelines and documents.
- x) The interview process will include anonymised documents, an interview panel of four members of the HR committee, a scoring system for interview
- xi) A caveat **PROPOSED** by Cllr Haines and **SECONDED** Cllr Banwell was that interviews were not to be undertaken by family members. It was **RESOLVED** and agreed to by the committee
- xii) Advertising is to be done via OVW, social media and the Job Centre. Cllr Wigfall will make inquires about the cost of advertising on INDEED.
- xiii) The advert and information from the HR committee is to be taken to full council in July 2024
- xiv) The Clerk will liaise with Cllr P Evans about documents from previous interview procedures.
- xv) Policy items such as sickness and pension etc will be discussed with Cllr Ellis who has experience and expertise in the area

5. NEXT MEETING

It was **RESOLVED** and agreed to by the committee that any further work required by the committee can be undertaken on line and this will be presented to full council at monthly meetings