

LLANGOLLEN TOWN COUNCIL

MINUTES OF THE HUMAN RESOURCES COMMITTEE HELD ON 28th JUNE 2017

Present: Cllr Burrell (Chair) Cllr Beech, Cllr Haddy, Cllr Hughes and Cllr Lube G. Thomas (Town Clerk).

HRC/1/18 Election of a Chair for the ensuing year.

It was proposed by Cllr Lube and seconded by Cllr Hughes that Cllr Burrell be elected as Chairman of the Human Resources Committee for the forthcoming year. There being no other nominations Cllr Burrell was duly elected as Chair of the Committee for the ensuing year. All agreed.

HRC/2/18 Apologies for Absence.

None received.

HRC/3/18 Election of Vice-Chair for the ensuing year.

It was proposed by Cllr Hughes and seconded by Cllr Haddy that Cllr Lube be elected as Vice Chairman of the Human Resources Committee for the forthcoming year. There being no other nominations Cllr Lube was duly elected as Chair of the Committee for the ensuing year. All agreed.

HRC/4/18 Declaration of Interest.

None.

HRC/5/18 Minutes of last meeting.

It was proposed by Cllr Haddy and seconded Cllr Lube that the minutes of the Town Council Human Resources Committee meeting held on 29th March 2017 be accepted as a correct record.

It was resolved to approve the minutes.

All agreed.

HRC/6/18 Appointment of a Committee Member to provide line management to the Town Clerk.

It was proposed by Cllr Lube and seconded by Cllr Hughes that Cllr Burrell should provide line management to the Town Clerk. For the forthcoming year. There being no other nominations Cllr Burrell was duly appointed for the ensuing year.

All agreed.

HRC/7/18 Reports

HRC/7/18a)

Members consider a report on the job evaluation process for the post of town Clerk. The last evaluation of the post of Town Clerk was undertaken in April 2005 and clearly the post responsibilities have changed since that date. There had been the acquisition of significant assets and additional management responsibilities coupled with the need to manage large capital projects and the allied increases in the Town Council budget. It was proposed by Cllr Lube and seconded by Cllr Hughes that a job evaluation of the post of Town Clerk is undertaken under the terms of the 2009 advice note provided by the Society of Local Council Clerks. It was resolved that the Committee undertakes a job evaluation exercise for the post of Town Clerk. All agreed.

HRC/7/18b) Town Clerks time analysis.

Members consider the report on the analysis of the Town Clerks time monitoring. The key findings were that it may be appropriate to consider the contacted hours of the position and considers the merits of extending the current working hours of the Town Clerk from 32 to 35 hours per week. It was proposed by Cllr Lube and seconded by Cllr Haddy that any extension of the hours should be considered but this would be in the light of any job evaluation exercise undertaken.

It was resolved that consideration should be given to extending the hours to 35 hours per week and be reviewed as part of the job evaluation exercise. All agreed.

HRC/7/18c) Society of Local Council Clerks and One Voice Wales Joint Conferences.

Members acknowledge that under the Town Clerks contract he was expected to maintain up to date knowledge regarding the functions and duties of a clerk by attending training courses or seminars. Having attained the Certificate in Local Council Administration which had fulfilled the Town Clerk's CPD requirement for the last financial year. There was now a need for the Town Clerk to undertake further professional development in 2017/18.

It was proposed by Cllr Haddy and seconded by Cllr Hughes that the Town Clerk be authorised to attend the Society of Local Council Clerks and One Voice Wales Joint Conference. It was resolved that the Town Clerk attend the conference with the cost being covered from the staff training budget.

All agreed.

HRC/8/18 Future Agenda items.

Job Evaluation.

There being no further items the meeting closed at 6.48 pm.

MINUTES OF THE HUMAN RESOURCES COMMITTEE HELD ON 10th JANUARY 2018

Present: Cllr Beech, Cllr Burrell (Chair), Cllr Haddy, Cllr Hughes and Cllr Lube G. Thomas (Town Clerk).

HRC/10/18 Apologies for Absence.

None.

HRC/11/18 Declaration of Interest.

None.

HRC/12/18 Minutes of last meeting.

It was proposed by Cllr Haddy and seconded Cllr Beech that the minutes of the Town Council Human Resources Committee meeting held on 27th September 2017 be accepted as a correct record.

It was resolved to approve the minutes.

All agreed.

HRC/13/18

Members considered a report on the Town Clerk's attendance at the Practitioners' Conference and Society of Local Council Clerks and One Voice Wales Joint Conferences in 2018.

It was proposed by Cllr Lube and seconded by Cllr Hughes that the request be authorised

It was resolved that the Town Clerk would attend the Practitioners' Conference and Society of Local Council Clerks and One Voice Wales Joint Conferences in 2018 and that the costs are supported from the staff training cost centre.

All agreed

HRC /14/18

Members consider a request from the Town Clerk for request flexible working agrees the flexible working pattern as detailed in the applicant's request appended.

It was proposed by Cllr Haddy and seconded by Cllr Beech that the request be authorised

It was resolved that the flexible working pattern as detailed in the applicant's request be approved subject to a review to be undertaken after six months to ensure that the change in work pattern is working effectively and that there is no adverse impact on the operation of the Council.

All agreed.

HRC/15/18 Future Agenda items.

There being no further items the meeting closed at 4.38pm.