

**Minutes of the Llangynidr Community Council HR Sub-Committee**  
**Meeting held via ZOOM on Tuesday 24<sup>th</sup> November 2020 at 19:00.**

***Present:** Mr Paul Lindoewood (Chair), Mrs Margaret Price, Mr Alan James, Mr Mark Brian. **Attending:** Ms Sue Dale (Clerk).*

***Note:** Other Community Councillors joined the meeting at various times in preparation for the main Community Council meeting which followed the HR Sub-Committee meeting. A member of the public also joined.*

- 1 Apologies: None.
- 2 Declaration of interest: None
- 3 To evaluate the job performance of the Clerk May 2019-May 2020 PL suggested that a review should be undertaken of the current Job Description for the Clerk to the Council in order to rationalise the changes in the tasks and skills required so that annual appraisals should be easier in future when the Job Description more closely matches the current requirements of the role.

SD was asked if she would like to comment on the current role of the clerk and stated that the role had changed dramatically over the past 4 or 5 years. The job was far bigger now than it was and this had resulted in the clerk spending between 40 and 50 hours per month undertaking the role, despite only being paid for 30 hours. The current role requires substantial computer skills and this is a vital omission from the current job specification. SD also stated that it would be appropriate if a training course on advanced finance could be approved.

Some discussion was undertaken around the use of ZOOM for meetings, but SD pointed out that this activity should be reviewed next year, as it had begun after the current review period.

SD stated that the salary scales for clerks had been adjusted from 1st April, but the revised information had only become available towards the end of August.

PL requested that HR sub-committee members send their individual appraisal scores and comments according to the previously supplied template in order for him to collate them.

- 4 To recommend a pay level to the Community Council: It was agreed that the following recommendations should be made to council for approval:

Clerk's hourly rate to be increased by £0.28 per hour, backdated to 1st April 2020

Clerk paid hours to be increased to 40 with effect from 1st December 2020 and to be reviewed again in 2021.

The advanced finance training course at a cost of £30 to be approved.

The chairman closed the meeting at 19:35