

Minutes of the Employment Committee meeting of Llandybie Community Council held at the Council Offices, High Street, Llandybie and online via Microsoft Teams on Thursday, 14th of, 2024 at 6.30 p.m.

Present

Councillors; C. R. Thomas Mrs A.E. Evans A. W. Jones
R.A. Davies J. W. Tandy D. Hopkins

Attended online; D. Thomas

Apologies; K. D. L Davies

557.

Declarations of Interest

There were none.

558.

To receive apologies for absence

There was apologies from Cllr K. D. L. Davies and Cllr L. Wilkins

559.

Discussion on Staff Job Evaluation.

The Clerk opened discussion asking for the Staff Evaluation Reports to be formally accepted.

Cllr C. R. Thomas wanted it noted that as an independent qualified consultant had been appointed and that the process had been conducted correctly that the recommendations be accepted. Cllr D. Thomas agreed with this.

Cllr D. Thomas asked how much the two consultancy reports had cost, the Clerk confirmed that it was a total of £920.00 for the two reports combined.

Cllr A. W. Jones wanted it noted that he had not been impressed by One Voice Wales in his past dealings on consultancy issues, and further asked why these costs were not part of the membership fees paid annually and that they should fall within the package of support. The Clerk answered by stating that this had never been included in the package of support covered by the membership fee and costs by Paul Egan had been clearly quoted and recorded in previous minutes before being accepted.

Cllr D. Thomas asked how much membership was, the Clerk confirm he did not have the figure to hand but was about £2,000 per annum, and stated that he found the service invaluable.

Cllr R. A. Davies asked the Clerk as to who was Paul Egan and were we paying him or One Voice Wales, the Clerk explained that Paul had clearly introduced himself at each meeting and it was recorded in the minutes of previous meetings that he was indeed an employee at One Voice Wales and was undertaking the work as part of the consultancy services One Voice Wales offer.

It was **agreed** that the report be accepted and recommended to the next Ordinary Meeting for approval.

560.

Discussion on Staff 'Time & Motion' review.

The Clerk explained the detail on how the interview process was conducted and the way the reports were formatted. He Then asked for discussion and questions;

Cllr A. W. Jones and Cllr R. A. Davies asked if the amount of meetings held could be streamlined and Cllr A. W. Jones added that he felt the cost of Local Government in general was too much to ask the tax payer to endure. The Clerk added that the amount of meetings could be looked at but they were already doubled up to two meeting per session where possible.

Cllr A. W. Jones asked for clarification on pints 8, 9 and 10 of the report on emotional demands and how the scoring was arrived at, the Clerk explained that he'd have to consult Paul Egan on the matter, but Cllr A. J. Evans offered her opinion that it was a base unit as part of an overall calculation.

Cllr C. R. Thomas felt that the amount and value of the meetings held were indeed value for money and served the community well with good projects being developed.

Cllr R. A. Davies asked if five finance meetings were too much, the Clerk explained that they were key reporting opportunities and Cllr A. J. Evans concurred.

It was agreed that a **recommendation** to accept the reports and ask the Ordinary Meeting for full ratification of this decision.

561.

Discussion on Staff Pay Recommendations.

The Clerk started the discussion by drawing attention to the pay scales recommended by the Consultant's Report and explained that these were the latest national pay award figures which included the 2.5% pay ward backdated to April 2024.

The V. Chair Cllr J. W. Tandy then continued the discussion as he had been present and deputising for the Chair at the Consultancy meetings, as the Chair was on leave.

Discussion on the Administrative Officer;

The Clerk explained that he had recommended scale 12 when the post was to be advertised in July 2023 as paying a job of this level just above the minimum wage was in his opinion unacceptable. This had not been accepted by the Employment Committee in June and the by the ratification process within the following Ordinary Meeting and Scale 5 had been agreed.

V. Chair Cllr J. W Tandy concurred and explained that the level recommended by the consultancy process was points 12-17 when it currently stands at Point 5.

Cllr C. R. Thomas felt that this was a true reflection on what the salary should be and asked that it be proposed to accept without further debate.

Cllr A. J. Evans suggested that as a year had passed that the point award be agreed for the job at 12-17 but that the new pay start at point 13.

V. Chair Cllr J. W. Tandy Proposed the Administrative Officer be raised to Point 13 in line with the reports recommendation and subsequent discussion.

This was seconded by Cllr A. J. Evans.

Discussion on the Clerk and Responsible Finance Officer;

The Clerk explained that whilst he was happy to take questions he did not think it appropriate that he make any further comments either positive or negatively to the discussion.

V. Chair Cllr J. W Tandy concurred and explained that the level recommended by the consultancy process was points 33-36 when the Clerk was currently on Point 30.

Cllr C. R. Thomas once again stated that she felt that this was a true reflection on what the salary should be and asked that it be proposed to accept but with increments starting at 34, Cllr A. J. Evans agreed again stating that as a year had passed that the point award be agreed for the job at 33-36 but that the new pay start at point 34.

The Clerk intervened and suggested as he had already been two years in post that the committee look to the recommendation in the report for guidance. The report recommended point 33.

Cllr C. R. Thomas propose the Clerk and Financial Officer be raised to Point 33 in line with the reports recommendation and subsequent discussion.

This was seconded by Cllr D. Thomas.

14th of November, 2024

The both salary points regarding the Clerk and the Administrative Officer were put to a vote and the vote was carried unanimously.

It was agreed that a **recommendation** to accept that the Administration Officer be moved to point 13 and The Clerk and Responsible Finance Officer be moved to point 33 as recommended in Job Evaluation Report and this recommendation be presented the next Ordinary Meeting for full ratification.

As there was no further business to discuss, the Chair declared the meeting closed at 7.55 p.m.

Chair