

21st May, 2018

Minutes of the Employment Committee meeting of Llandybie Community Council held at the Council Offices, High Street, Llandybie on Monday, 21st May, 2018 at 6.30 p.m.

Present

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| Councillors | Mrs J.E Collins | I.RH. Llewelyn | W.D. Evans |
| | Mrs K.D.L. Davies | R.A. Davies | |

Apologies

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| Councillor | P.H Roberts | A. Davies |
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281.

Declarations of Interest

There were none.

282.

Review of Clerk's Job Evaluation

The Clerk had received the new pay scales for 2018/2019 and also undertaken a job evaluation review based on the current role of the Clerk after Asset Transfer. Each element of the job profiles had been reviewed and confirmation that LC2 was appropriate for Llandybie Community Council as had previously been agreed. There were elements of the role which now fell into higher categories and it was **recommended** by the Members that these elements warranted a salary at scale point 35 to commence from April 2018, in accordance with the National Salary Award.

283.

To consider a new staffing structure

The Clerk had undertaken the joint roles of Technical Officer and Clerk for the past 4 months and as agreed, he had promised to review the roles to report back to Members on a suitable staffing structure for the Council.

A number of options were discussed and it was **recommended** that an Administrative Officer role be considered to support the Clerk, on a part time basis of 15 hours per week over a 3 or 4 day period. The commencing salary would be Scale Point 12 at an hourly rate of £8.926. The Clerk had agreed to draft a job description for the new role and a person specification detailing essential and advantageous skills and competencies for the role. He would also take guidance on drawing up a new job description for himself, where the role was now quite bespoke and differed greatly from his current job description signed in June 2016.

284.

As there was no further business to discuss, the Chair declared the meeting closed at 7.00 p.m.

Chair