

# BRACKLA COMMUNITY COUNCIL



## HUMAN RESOURCES/PERSONNEL COMMITTEE MEETING 8 August 2019 at 7.00 pm Committee Room, Brackla Community Centre

Members Present  
Cllr John Spanswick (Chair)  
Cllr David Aston  
Cllr Tom Giffard  
Cllr Kay Rowlands  
Cllr Tyler Walsh

**1 Apologies for Absence**

None

**2 Declarations of Interest**

None

**3 Introduction of an Apprenticeship Scheme – Financial Consideration**

The Clerk of the Council updated the Committee on the recommendations from the Finance Committee which included the following:

*That if Full Council agree to introduce an apprenticeship scheme for the Temporary Clerk:*

- 1. The apprenticeship be based on a 16 hour week;*
- 2. The rate of pay for Year 1 of the apprenticeship be £6.70 per hour with the view that an increase the following year would hopefully provide an incentive for the apprentice to continue;*
- 3. The rate of pay for Year 2 of the apprenticeship be the national minimum wage of £7.70;*
- 4. Funds be used from the £13,300 added to the budget for 2019/20, divided up in the following way; £3,000 set aside for planned future local elections, £3500 allocated to replenish the Community Centre general funds, which would leave £6,800 to go towards an apprenticeship.*

The RFO clarified the costs and assured the Committee that the proposal would ensure future funding was available for the future local elections.

The Chair proposed that the Committee consider proposals for any particular areas of work they wish for the apprentice to take on board.

It was requested that the Clerk of the Council look into the possibility of any additional courses or training that she could attend such as those run by One Voice Wales. It was agreed that the apprenticeship provider would be contacted to see whether there was any possibility of funding towards it.

The proposal was made that the apprentice have a main focus on organising events and possibly exploring the possibility of expanding the use of the Community Centre for such things as weddings or parties etc. A further suggestion included exploring possible sponsorship, donations and grants that that the Council could access.

Members discussed the responsibility and commitment of the Council towards the apprenticeship to which the Clerk of the Council agreed that she would explore this with the Apprenticeship Provider. It was requested that when a contract and job description were drawn up, that 'ad hoc work as requested by the Clerk' also be added to cover any additional areas.

**Resolved:** The Committee made the following comments and recommendations for Full Council:

1. The Committee supported the proposals of the HR/Personnel Committee in relation to hours and rates of pay. This was proposed by Cllr D. Aston and seconded by Cllr T. Walsh.
2. It was proposed that the title of the apprentice would be 'Admin Officer' subject to the agreement with the provider that we do not have to include 'apprentice' in the title;
3. The Committee recommend the purchase of office equipment including desk, chair and computer;
4. The Committee recommend that the apprentice have a main focus on organising events, promoting the Community Centre and exploring possible sponsorship, donations and grants that that the Council could access;
5. It was proposed that the Clerk of the Council would report back on the Apprenticeship to the Members of the HR/Personnel Committee on a half yearly basis.

*Meeting closed at 7.35pm*

Signed by the Chairperson 2019/20

**Cllr John Spanswick** .....

Dated: .....