

BRACKLA COMMUNITY COUNCIL



THE NEXT MEETING OF BRACKLA COMMUNITY COUNCIL

HUMAN RESOURCES/PERSONNEL COMMITTEE MEETING

Wednesday 22nd June 2021 at 6.00 pm

Via Video link

Members of Brackla Community Council Human Resources/Personnel Committee
are summoned to attend this meeting

Members Present

Cllr T Giffard
Cllr K Rowlands
Cllr T Walsh - Chairperson

1. Appoint Chairperson

Cllr T Walsh was nominated and appointed Chairperson of the Committee, proposed by Cllr T Giffard and secon by Cllr K Rowlands.

2. Apologies for Absence

Cllr J Spanswick
Cllr K Hughes

3. Declarations of Interest

None

4. Staffing Review

Resolved:

Members discussed the amended draft Job Description for the Clerk and proposed the following:

- That 'experience of committee processes and procedures' be desirable, not essential in the person specification;

Brackla Community Council c/o Oak Tree Surgery, Whitethorn Drive, Brackla, Bridgend CF31 2PQ

Tel: 01656 767072 Email: clerk@bracklacommunitycouncil.gov.uk

Website: www.bracklacommunitycouncil.gov.uk

- That the Clerk role be advertised as a permanent position but with a review of the role after 6 months to allow for any changes to ways of working with input from all staff;
- That the hours for the Admin Assistant be increased temporarily to cover during the interim period before a new Clerk is appointed and that this continue for 3 weeks after the Clerk is in post to assist with the transition;
- That the RFO/Assistant Clerk act up during the interim period and be paid the increased salary.

These proposals would be presented to an Extraordinary meeting of Council so that the job advert and description could be agreed and advertised as soon as possible.

5. Grass Cutting and Grounds Maintenance Contract

Resolved:

It was agreed that this item be postponed to enable detailed discussion to take place when the Committee could reconvene. In the meantime, Members proposed that the County Borough Council be approached to see if they could provide assistance to the Community Council in their undertaking of a tender for grass-cutting and grounds maintenance and what the associated costs might be.