

# BRACKLA COMMUNITY COUNCIL



THE NEXT MEETING OF BRACKLA COMMUNITY COUNCIL

## EXTRAORDINARY MEETING OF THE FULL COUNCIL

**Thursday 1 July 2021  
6.30pm via Video Link**

### **Members Present**

Cllr D Aston  
Cllr I Hibble  
Cllr K Hughes  
Cllr A Pucella  
Cllr T Walsh  
Cllr K Rowlands

Mrs R Keepins – Clerk of the Council  
Mr Philip Ley – Assistant Clerk/Responsible Finance Officer

### **1 Apologies for Absence**

Cllr J Chohan  
Cllr T Giffard  
Cllr J Spanswick

### **2 Declarations of Interest**

Cllr I Hibble declared a personal interest throughout, as he is a Civil Servant working for Welsh Government.

### **3 Staffing Review and Clerk Job Description/Advert**

The Clerk presented the recommendations of the HR/Personnel Committee in relation to the Job description for the Clerk position and the arrangements for the interim period prior to the new Clerk commencing with the Community Council:

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

The Committee discussed the first proposal with the change from 'essential' to 'desirable' with some Members feeling that this needed to remain essential as it was a large part of the job. Members of the HR/Personnel Committee explained that it had been proposed in order to not narrow the person specification too far that it potentially restricted the pool of applicants. A proposed rewording was put forward and that it then remain essential.

The Committee agreed with the proposal regarding asking the Admin Assistant to increase her hours and the RFO to act up, both on a temporary basis. Members proposed that the Admin Assistant be asked to increase to 30 hours per week over the interim period. A separate proposal was put forward however in relation to the Admin Assistant's contract that would offer an extension of contract for 3 months. Given the uncertain time and in order to maintain some form of continuity, it was suggested that this would be a suitable time for the new Clerk to settle in and provide Members with a bit more time to review the Admin Assistant position going forward. It would also enable Members to take into account any resulting impact from the reduction of hours for the RFO from the end of September. The extension would be based on the current 18 hour contract.

Members also discussed the proposed salary for the Clerk position and suggested that it be put at scale point 23, but with the option of increasing the hours as part of the 6 month review as the role was larger than it used to be. The actual figure would be based on the 2020-21 pay scale and would be amended when the National pay award was announced.

### **Resolved:**

It was agreed that:

- The person specification be reworded to 'Experience of servicing committees or meetings and their procedures' and that this be marked as 'essential'.
- 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 salary point for the Clerk position be SCP 23 based on 30 hours per week plus the additional 40 hours per year for meetings, with a possibility of increasing the hours to 36 following the 6 month review. The actual figure would be based on the 2020-21 National Joint Council pay scales and would be amended when the National pay award 2021-22 was announced.
- That the RFO/Assistant Clerk act up during the interim period and be paid the increased salary;
- That the contract for the Admin Assistant be extended for 3 months from the end of September.

The above was proposed by Cllr K Hughes and seconded by Cllr T Giffard.

It was agreed that if required, the extra funds for the proposed staffing changes would come from general reserves, proposed by Cllr I Hibble and seconded by Cllr K Hughes.

It was also agreed that that the Admin Assistant be approached about possibly increasing her hours to 30 per week 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. The Chair and Clerk would discuss this with the Admin Assistant first to see if this was manageable and then confirmed at the next Full Council meeting in July.