

Towyn & Kinmel Bay Town Council

Minutes of the (Hybrid Meeting) HR Committee held on Monday 17th October, 2022 at 7pm.

Present Cllrs: T Bibby, G Corry, L Formston, M Jones & K Redhead

Non Voting:

Clerk: D Thomas

1. Chairman

Cllr L Formston was nominated and approved as Chairman.

2. Deputy Chairman

Cllr K Redhead was nominated and approved as Deputy Chairman.

3. Apologies for Absence

Apologies for absence were received from Cllr A Macauley.

4. Declaration of Interest

There were no declarations of interest.

5. Public Participation

There were no applications from the public to address the Council.

6. Minutes

Resolved that: - The minutes of the meeting held on 21/02/2022 were approved and signed.

7. Admin Assistant – Role Evaluation/Benchmarking

The Clerk presented and explained the two options to members (Role Evaluation and Benchmarking).

Resolved that: -

a) The Town Council would use the Benchmarking process in order to undertake a Job Evaluation of the Admin Assistant Role.

b) To acknowledge the work undertaken by the Admin Assistant, following a full review of the Admin Assistant's Pay Scales and Role Profile, and to bring in line with other local/similar roles, the Admin Assistant's role will increase from SCP5 to SCP13, subject to the Full Council approving the required increases to the salary related budgets (2022-23 Budgets – Salaries Budget will need to be increased from £51,750 to £53,000. Pension Budget will need to be increased from £17,500 to £18,500 and PAYE Budget will need to be increased from £18,700 to £19,700).

c) The Admin Assistant's salary increase will be back dated to 01/04/2022, subject to the Full Council approving the required increases to the 2022-23 salary related budgets.

8. 2023-24 Salary Budget Review

The Clerk presented and explained the proposed salary related budgets for 2023-24, and answered the Councillor's questions regarding the proposed budgets.

Resolved that: - The proposed Salary Budgets for 2023-24, as presented and fully explained by the Clerk, be presented to Full Council for approval.

9. Gwynedd Pension Fund

Noted the Gwynedd Pension Fund Administration Strategy.

Noted the Gwynedd Pension Fund Manager has clarified to the Clerk, that the Town Council will only need to appoint an Independent Registered Medical Practitioner (Section 7 of strategy document), if the need arises. (Apparently Gwynedd County Borough Council employ IRMP's and the Town Council would be able to refer to them/instruct).

Meeting Closed:

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Signed by the Chairman of the next HR meeting held on 20/02/23.