

Towyn & Kinmel Bay Town Council

Minutes of the (Hybrid) HR Committee Meeting held on Monday 19th February, 2024 at 7pm.

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

Non-Voting:

Clerk: D Thomas

1. Apologies for Absence

Apologies for absence were received from Cllr A Macauley.

2. Declaration of Interest

There were no declarations of interest.

3. Public Participation

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

4. Minutes

Resolved that: - The minutes of the HR Committee meeting held on 09/10/2023, be approved and signed.

Cllr G Corry joined the meeting late at 19:03

5. Annual Pay Reviews

Resolved that: -

a) The pay scales for the Clerk, Assistant and Caretaker, will remain unchanged for 2024-25.

b) The salaries for the existing three members of staff will be aligned with the 2024-25 pay scales once agreed and confirmed for the appropriate SCP Points (Clerk SCP 38, Assistant SCP 13 and Caretaker SCP 2), with effect from 01/04/2024.

c) The salary for the proposed Deputy Clerk (new role) will be aligned with the 2024-25 pay scales once agreed and confirmed for the appropriate SCP Point (SCP Points 25 – 29 - Depending on experience), with effect from their official start date.

d) If confirmation of the new pay scales for 2024-25 are not received by 01/04/2024, the increase will need to be backdated to 01/04/2024 for the existing staff members, and to the official start date for the proposed Deputy Clerk.

6. Employers Pension Scheme

Noted that: -

Given the National Annual Pay Review has not yet been agreed for 2024-25, any required Pension Scheme Contribution adjustments, will need to be made once the 2024-25 pay review has been agreed and confirmed. (Adjustments will need to be backdated to 01/04/2024 for the existing staff members, and the official start date for the proposed Deputy Clerk).

Resolved that: -

a) The Employee Contribution Rates for 2024-25 remain unchanged – Clerk 6.8% and Assistant 5.8%.

b) The Employee Contribution Rate for 2024 – 25 for the proposed Deputy Clerk (new role) will be 6.5%.

c) The Employer Contribution Rates for 2024-25 will remain unchanged at 24.2%, for all existing/new qualifying staff members, as stated in the Notification of Draft Employer Results.

7. Annual Appraisals

Noted that the employee 2023-24 performance reviews have been completed by the Clerk, for both the Assistant and Caretaker. The Clerk's appraisal has been completed by the Mayor.

Resolved that: - The Clerk's individual objectives for 2024-25 will be: -

- 1. Prepare the compulsory Annual Town Council Report (Introduced as part of the Local Government (Wales) Act 2021).**
- 2. Prepare the Wellbeing and Future Generations Annual Report, with the revised Denbighshire/Conwy CBC Objectives for 2023 – 28.**
- 3. Prepare a suitable Advertisement/Schedule/Role Profile/Specification and Recruit & Support/Train/Mentor a New Deputy Clerk.**
- 4. Complete the Finance & Governance Toolkit – Self Assessment.**

8. Appointment of Deputy Clerk

Resolved that: -

a) The draft Deputy Clerk Job Specification be approved (option 1), as presented by the Clerk, with no amendments required.

b) The Proposed Deputy Clerk Vacancy will be advertised with the following agencies/organisations:

- Conwy CBC – Jobs – (free)**
- SLCC – North Wales – (free)**
- One Voice wales – Nationally – (free)**
- Indeed - Premium package – at an estimated cost of £4.00 per day/maximum cost of £60/120.**

c) The Deputy Clerk Job Advertisement will be bilingual (Welsh & English), and the translation from English to Welsh will be undertaken by OVW, or a similar organisation, at an approximate cost of £90.

d) The draft Deputy Clerk Job Advertisement be approved (option 1), as presented by the Clerk, with no amendments required.

e) The draft Timetable for Recruitment of the Deputy Clerk be approved, as presented by the Clerk, with no amendments required.

f) The draft Interview Rating Sheet be approved, as presented by the Clerk, with no amendments required.

g) That the draft Application Form (Bilingual) be approved, as presented by the Clerk, with no amendments required.

h) That an additional HR Committee Meeting (Informal) be held on Monday 18th March, 2024 at 7pm, to review/shortlist received applications.

Meeting Closed: 19:23

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Signed by the Chair of the next HR Committee meeting held on 7th October, 2024.