



## **Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan**

**Minutes of a MEETING of the EMPLOYMENT COMMITTEE held on 14 April 2023 at 12 noon.**

**This meeting was held at the Old Church Rooms, Park Road, Radyr, Cardiff and remotely in accordance with the Local Government and Elections (Wales) Act 2021.**

**These minutes are subject to confirmation at the next meeting of the committee.**

**Any recommendations below will be submitted to the Council on 20 April 2023**

Present: Councillors Julia Charles (remote), Tyrone Davies (in person), David Silver (remote) and Vina Patel (in person)

Also: David Collins (Clerk)

Absent: Councillor Michelle Lenton-Johnson

### **EMP22/01 Appointment of Chairman**

The Chair of Council is automatically appointed as the Chair.

It was **Recommended** that the position is noted.

(Councillor Tyrone Davies in the Chair.)

### **EMP22/02 Apologies for Absence**

Apologies for absence were accepted from Councillor Michelle Lenton-Johnson (work commitments.)

### **EMP22/03 Declarations of Interest**

Members were asked to declare any personal and/or prejudicial interest they had and give details of their interest.

### **EMP22/04 Membership**

Members were appointed at the Annual Meeting of the Council in May. The approved Terms of Reference confirm that the Chair of Council and Vice-Chair of Council are automatically appointed as Members. Councillors Julia Charles, Michelle Lenton-Johnson and David Silver were also appointed.

The Chair of Council is automatically appointed as the Chair.

It was **Recommended** that the position is noted.

## EMP22/05 Terms of Reference

Members considered the Terms of Reference approved by Annual Council on 12 May 2022.

It was **Recommended** that the Terms of Reference are noted.

## EMP22/06 Method of Voting

It was **Recommended** that the manner of any voting at this meeting and any subsequent meetings would be by show of hands and calling each name alphabetically with a response of “for” or “against” or “abstain.”

## EMP22/07 Members of the Public Invited to Speak

No members of the public were present.

## EMP22/08 Exclusion of the Press & Public

In view of the confidential nature of the business to be transacted, it was **agreed** that the following matter be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

## EMP22/09 Independent Remuneration Panel for Wales Annual Report 2023 to 2024

It was **Recommended** that:

(1) the payments set out in the above report are dealt with as follows:

1. Extra costs payment	£156 <b>Mandatory</b> for all members. (This has been approved by the Council)
2. Senior role	£150 to be claimed before 31 March.  To be paid to Chair of Finance Committee, Chair of Environment Committee and Chair of Old Church Rooms Management Board
3. Mayor or chair	£600 to be claimed before 31 March
4. Deputy mayor or deputy chair	£300 to be claimed before 31 March
5. Attendance allowance	Not approved

6. Financial Loss	Approved, based on claims to be submitted within 8 weeks.
7. Travel & Subsistence	Approved, based on claims to be submitted within 8 weeks.
8. Costs of care or personal assistance	Approved, based on claims to be submitted within 8 weeks. <b>Mandatory</b> for all members. (This has been approved by the Council)
Consumables *	£52 or full reimbursement. <b>Mandatory</b> (This has been approved by the Council)

\* The council must make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly, or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Members are asked to confirm and update the Council's existing policy.

(2) the Clerk is instructed to draft claim forms to assist with the above.

#### **EMP22/10 Members' Allowances**

Members considered a retrospective claim for allowances from a former Chairman of the Council and a claim for attendance allowance.

It was **Recommended** that:

- (1) the sum of £600 is paid for the role of Chairman for each of the three years in question.
- (2) the claim for attendance allowance is not supported.

#### **EMP22/11 Staff Appraisal**

It was **Recommended** that:

- (1) the Chairman of the Council and Chair of the Finance Committee are authorised to carry out appraisal of the Clerk, based upon earlier models prepared by the Council.
- (2) the Clerk is authorised to carry out appraisal of the Assistant Clerk and Handyman,
- (3) the Clerk is authorised to undergo training to help carry out staff appraisal.

(4) the above arrangements are put in place by 30 September 2023.

The meeting closed at 13.05 pm.

CHAIRMAN EMPLOYMENT COMMITTEE