



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

The Old Church Rooms  
Park Road  
Radyr  
Cardiff CF15 8DF

Tel: 02920 842213

Email: [clerk@radyr.wales](mailto:clerk@radyr.wales)

**5 April 2023**

Members of the public and press are entitled to attend meetings of Radyr & Morganstown Community Council unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Members of the public may attend in person or remotely.

Members of the press or public wishing to attend the meeting below should contact the Clerk before the meeting to request the Zoom link and passcode to join the meeting. Please email the Clerk at the following address: [clerk@radyr.wales](mailto:clerk@radyr.wales)

Dear Members of Radyr & Morganstown Community Council (Employment Committee)

I hereby give you notice that an Employment Committee Meeting of the Community Council will be held on **Friday 14 April 2023 at 12:00 noon**. The meeting will be held in person at the above venue and remotely via Zoom. All Members of the committee are summoned to attend. The business to be transacted is set out in the agenda below.

Yours sincerely

David Collins DMS  
Clerk to the Council

## **AGENDA**

### **1. Appointment of Chairman**

The Chair of Council is automatically appointed as the Chair.

### **2. Apologies for absence**

Apologies to be submitted in advance to the Clerk.

Councillor Michelle Lenton-Johnson has submitted an apology for absence due to work commitments.

### **3. Declarations of Interest**

Councillors are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution, and the Code of Conduct for both Councillors and the Clerk.

### **4. Membership**

Members are appointed at the Annual Meeting of the Council in May. The 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.

### **5. Terms of Reference**

The note the attached Terms of Reference were approved by Annual Council on 12 May 2022.

The Terms of Reference confirm that meetings will be closed to the public.

Members may wish to consider any amendments to the Terms of Reference of for submission to the Council.

### **6. Method of Voting**

To confirm that the manner of any voting at this meeting and any subsequent meetings will be by show of hands and calling each name alphabetically with a response of "for" or "against" or "abstain."

### **7. Members of the Public Invited to Speak.**

### **8. Exclusion of the Press & Public**

In view of the confidential nature of the business to be transacted, it is **recommended** that the following matters 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.

## 9. Independent Remuneration Panel for Wales Annual Report – February 2023

At a meeting held on 16 March 2023, the Council considered the above report.

It was **Resolved** that the Council adopts the mandatory payments set out in the report. Consideration of the optional payments was referred to the Employment Committee.

A link to the Independent Remuneration Panel for Wales's Annual Report, February 2023 is set out above. A pdf is attached.

All other Determinations set out in the 2022 to 2023 Annual Report of the Panel remain valid and should be applied.

The Panel would like to clarify that the Extra Costs Payment of £156 is mandatory for all Members. However, an individual may decline to receive part, or all, of the payments if they so wish.

The position for this Council (Councils with electorate over 5,000 to 9,999) is as follows:

1. Extra costs payment	£156	<b>Mandatory</b> for all members.
2. Senior role	£500 Annual amount	Optional up to 3 members
3. Mayor or chair	Up to a maximum of £1,500	Optional
4. Deputy mayor or deputy chair	Optional: Up to a maximum of £500	Optional
5. Attendance allowance	Based on Claims	Optional
6. Financial Loss	Based on Claims	Optional
7. Travel & Subsistence	Based on claims	Optional
8. Costs of care or	Based on claims	<b>Mandatory</b>

personal assistance		
Consumables	<p>£52 or full reimbursement</p> <p>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.</p>	Mandatory

Members are asked to consider the above.

The Council's approved budget for Members' Allowances fo3 2023/24 is £2,500 (Code I1)

### **10. Members' Allowances**

The attached report was considered by the Finance Committee at a meeting held on 2 March 2023. Consideration was referred to the Employment Committee.

A Supplementary Report prepared by the Chairman of the Council is also attached. Copies of previous reports of the Independent Remuneration Panel for Wales's Annual Report are available from the Clerk.

Members are asked to consider the above.

### **11. Staff Appraisal**

To consider arrangements to conduct a review of performance and annual appraisal of the work of the Clerk and any other staff.