



Cyngor Tref Rhydaman Ammanford Town Council

**Minutes of Personnel Committee Meeting of Ammanford Town Council (ATC)
on
Monday 15th March 2021
Via Virtual Media on MS Teams**

Attendees of Committee: Councillor Rhodri Jones(RJ) (Chairperson); Mayor Julia Bell (JB); Deputy Mayor Gruff Harrison (GH); Councillor Stephen Davies (SD); Councillor Helen Rees (HR); Councillor Stephen Roberts (SR)

Non-Committee Members: Councillor Emyr John (EJ)

Minutes taken by: Clerk Duncan Morgan (DSM)

Councillor Rhodri Jones Presiding

Meeting commenced at 18:04

This meeting was held in Camera owing to the sensitive nature of the business to be discussed as per the Local Government Act 1972, Section 100A (2).

1) Apologies and reasons for absence

Councillor Llio Davies – Other Commitments

2) Declarations of interest

Deputy Mayor Gruff Harrison – Ammanford – AFC

Councillor Stephen Davies – Ammanford AFC

Councillor Emyr John – Ammanford Foodbank

Councillor Rhodri Jones – Ammanford AFC

Councillor Stephen Roberts – Ammanford AFC

3) To the employment of the Facilities/Asset Management Officer

It was resolved that the role be advertised as employed on a Casual Basis for six months (to be reviewed) and that One Voice Wales should circulate advertisement to local councils as a closed pool of potential candidates.

Proposed – SD

Seconded – JB

Agreed by all members of the committee present at the meeting

4) To discuss role of the Facilities/Asset Management Officer

It can be reported that the role of the Facilities/Asset Management Officer and job description were discussed at this point in the meeting. Ratified salary level and 10 hours per week.

5. To discuss and verify the job specification for the Facilities/Asset Management Officer

It was resolved to accept the job description

Proposed – HR

Seconded – GH

Agreed by all members of the committee present at the meeting.

6. To discuss the employment of an Administrative Assistant

It can be report that at this point that ATC would amend the employment of an Administrative Assistant to that of an Assistant Clerk as this would be more beneficial. The post of Assistant Clerk would be employed on a 'Casual Basis' for six months (to be reviewed) and that One Wales should circulate advertisement **to local councils as a closed pool of potential candidates.**

7. To discuss the role of an Administrative Assistant

At this point it can be reported that the role of an Assistant Clerk was discussed, and the Job Description would reflect that of an Assistant Clerk's Post. Ratified salary level and 15 hours per week.

At 18:45 – GH left meeting

8. To discuss and verify the job specification for the Administrative Assistant

As already reported the post has now been changed to that of Assistant Clerk and the job description produced would be used for circulation.

It was resolved to accept the job description

Proposed – HR

Seconded – GH

Agreed by all members of the committee present at the meeting.

9. To discuss and verify Working from Home Allowance for the Clerk

It was resolved that the Working from Home Allowance for the Clerk be approved

Proposed – RJ

Seconded – HR

Agreed by all members of the committee present at the meeting

Meeting Closed at 19:15

Signed: (Chair)

Print Name:

Date:

DRAFT