



Cyngor Tref Rhydaman Ammanford Town Council

Minutes of Personnel Committee Meeting of Ammanford Town Council (ATC)

on

Monday 12th December 2022

Owing to Inclement Weather Conditions the Meeting was held Virtually Via MS Teams

Attendees: Members of Personnel Committee (PC): Mayor Stephen Davies (SD); Deputy Mayor Emyr John (EJ); Cllr. Lyn Brodrick (LB); Cllr. Marie Griffiths (MG); Cllr. Heulwen Howells (HH); Cllr. Anthony Jones (AJ)

Attendees Non- members of Personnel Committee: Cllr. Llio Davies (LD); Cllr. Deian Harries (DH); Cllr. Lowri Harries (LH); Cllr. Terry Howells (TH); Cllr. Sara Murray (SM)

Minutes taken by: Clerk Duncan Morgan (DSM)

***Mayor Stephen Davies Presiding up to and including Item 3
Cllr. Heulwen Howells – Presiding from Item 4 onwards***

Meeting commenced at 18:02

The public were asked to refrain from using the chat facility otherwise they would be disconnected from the meeting. Any derogatory remarks made on the chat facility against ATC could result in further action being taken by the Council. All present at the meeting were reminded that recording of this meeting was not permitted on any device.

- 1) Apologies for absence**
Cllr. Julia Bell (JB)
Cllr. Johnny Owen (JO)
- 2) Declarations of interest**
None declared
- 3) To receive Nominations for and the Election of the Chairperson for the Personnel Committee**
Cllr. Heulwen Howells was proposed as Chairperson of the Personnel Committee with no other nominations received
It was proposed that Cllr. Heulwen Howells is nominated as Chairperson for the Personnel Committee

Proposed – LB

Seconded – EJ

Agreed by all members of the Personnel Committee present

Resolved that Cllr. Heulwen Howells is nominated as Chairperson of the Personnel Committee

This motion is to be ratified at the next Full Council Meeting

4) To discuss ATC Personnel Management Structure

EJ – Explained that this was a two tier structure made up of the following:-

- JB continue with the day to day management of the Clerk
- A panel is created to address Personnel (HR) issues made up of Members of the Personnel Committee.
- Identify roles for the Members of the Personnel Committee

MG – Joins meeting at 18:12

Observations/Comments/Additional Information

- A body of members made up of 3 to 4 people from the Personnel Committee is set up to deal with day-to-day management issues/matters and to further develop the ATC Management Structure
- It was suggested that all members of the Personnel Committee be involved with all decisions and not just 3 to 4 people.
- It was further suggested that 3 to 4 people would be sufficient to deal with day to day management of staff.

From the above it was agreed that a body/team is set up made up of the Mayor, Deputy Mayor, Chair of Personnel Committee to deal with ATC Management issues/matters and Personnel Structure with a handover process in place when a new Mayor and Deputy are elected to ensure continuity.

The body/team as described above is initially to be trialed for period of 6 months.

5) Correspondence received relating to personnel Management

This is to be discussed after Item 6 owing to the sensitive nature of business to be discussed

6) Review of Statutory Obligations relating to Administrative Governance

The Clerk reported that ATC has policies that needed to be updated and that draft policies needed to be approved and ratified.

He continued stating that new Guidelines and Policies had been made available to include:-
Bullying and Harassment
Statutory Training Plans
Good Councillors Guide

It was suggested that owing to the number of Policies that have to be ratified, this could be undertaken gradually over several meetings

At this point in the meeting owing to the nature of the business to be discussed a vote was taken under the 'Exclusion of the public and the media under the Public bodies (Admissions to Meetings) Act 1960 Section 1 (2)' to exclude members of the public (no members of the press were present) from this point onwards.

It was agreed by all present that members of public should leave the meeting.

Members of the public were asked to leave the meeting as the business to be discussed is of a sensitive nature in accordance with the Local Government Section 1972, Section 100 A (2).

It can be reported that 10 policies be prioritised to be ratified and it was confirmed that a Panel of Members is set up consisting of Mayor Stephen Davies, Deputy Mayor Emyr John and Cllr. Heulwen Howells to act as a Management Team for ATC to deal with Personnel matters.

Meeting Closed at 18:55

Signed: (Chair)

Print Name:

Date:

DRAFT