

Minutes of the Remote Personnel Subcommittee Meeting Held in Microsoft Teams at 6pm on Wednesday, 27th January 2021

Present

Cllr John Hughes (JH) - Chairman, Cllr Tom Muller (TM), Cllr Idris Williams (IW), Cllr Rob Lewis (RL) and Cllr Helen Davies (HD)

Cheryl John (CJ) - Clerk

1.Apologies for Absence

There were no apologies.

2.Declarations of Interest

JH: Employed by Bridgend County Borough Council (BCBC) as Branch Secretary Unison, and Governor - Garth and Plasnewydd Primary Schools

TM: Child attends Cwmfelin Primary School, and a section of Right of Way (RoW) No 9 is on his land

IW: Governor - Maesteg Comprehensive School, and Member - Maesteg Town Council (MTC) and Maesteg Celtic Rugby Football Club (RFC)

RL: Member - MTC and Governor - Cwmfelin Primary School

HD: Governor - Cwmfelin and Plasnewydd Primary Schools and Member - Llangynwyd Community Association (LCA)

3.Public Address

Nobody requested a link to join the meeting.

4.Setting of Terms of Reference for the Personnel Subcommittee

Members set the Terms of Reference for the Personnel Subcommittee.

5.Adoption of an Official Document to be Used for Staff Appraisals

Members proposed the adoption of Example 2 of the appraisal documentation provided by the Society of Local Council Clerks (SLCC). However, should it be found inadequate, further consideration will be given to another model.

6.Protocol for the Use of the Digital Voice Recorder for Meetings

Members must be consulted on the recording of the meeting before it starts; if there is not a unanimous decision in favour of the meeting being recorded, it must not be done.

A recording must be destroyed 48 hours after the minutes for that meeting have been ratified, unless there are extenuating circumstances, and Council requests that it is kept for a longer period of time.

7.Protocol for the Use of LONEALERT for the Park Warden

LONEALERT has been designed for lone workers who spend their time working remotely or outdoors. It features advanced GPS locating capabilities to pinpoint the exact location of workers, even in areas where they are unable to raise an alarm via mobile phone due to lack of signal. It is a health and safety measure and should not be used for any other purpose.

8.Review of Park Warden’s Job Description

The review was completed; some duties were removed, and others were added.

9.Urgent Items

Approval has been given for staff to join the RCT Pension Scheme.

Action: Clerk to present her report to full Council in February 2021.

10.Date of Next Meeting

To be advised.

Meeting closed at 20:08

Chairperson.....

Date.....