



Minutes of the HR Committee meeting held at the Coracle Hall, Llechryd at 7pm on the 14<sup>th</sup> October, 2024 in accordance with The Local Government and Elections (Wales) Act 2021. Virtual access was also provided.

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**Present:**

Cllr Iwan Davies (Chairman), Jan Culley and Gareth El Tawab.

Clerk

Members of the public: 0

**1. Apologies for absence**

There were no apologies for absence.

It was noted that Cllrs Ruth Davies had resigned as a Councillor on 12<sup>th</sup> October 2024.

**2. Declarations of interest on Matters arising from the Agenda.**

There were no declarations of interest.

**3. Confirmation of Order of the Agenda and identification of any items that might be resolved in confidential session.**

The agenda was accepted as presented.

**4. Confirmation of Minutes of 23rd April 2024**

There were no minutes of this meeting.

The Clerk left the meeting.

**5. Staff Line Management Arrangements**

It was determined that the Vice Chair of the Council would henceforth line manage the Clerk.

*Chairman's signature*

*Dated:*

## **6. Arrangements for Probationary Period Review**

It was noted that the Clerk's probationary period was due to end on 6<sup>th</sup> November 2024. The Committee agreed to extend the probationary period of the current Clerk until January 2025 due to the delay in the setting up appropriate line management meetings by the HR Committee. The decision was subject to the agreement of the Clerk which was confirmed on his re-entry to the meeting.

The HR Committee noted that the probationary period had been extended due to administrative circumstances and not the Clerk's performance. This fact would be reported to the Council during the HR Committee's report.

Probationary period targets are to cover the following areas: effective communication, ability to prioritise, fulfilment of statutory reporting requirements, organisational skills, provision of advice to Councillors.

Decision on the outcome of the probationary period to be made during January 2025 and will be subject to approval by Full Committee in February 2025.

## **7. Staff Appraisal Arrangements**

The appraisal process will be supported by one-to-one monthly line meetings between the Vice Chair as line manager and the Clerk. Formal assessment of progress in meeting targets will take place on a quarterly basis following successful completion of the probationary period. This meeting structure will be reviewed after its first year of inception following the final annual appraisal meeting.

## **8. Date of next meetings**

A date for the next meeting is to be set.

There being no further business to discuss, the meeting closed at 8:30pm.