



## **Minutes of the Personnel Committee**

**Held At / Via: Multi-Location Meeting - Llangyfelach Church, Llangyfelach & Microsoft Teams**

**On Thursday, 11 April 2024 at 5.30pm.**

**Present:** Councillor Paul Baker (Chair) Presided

**Councillors:** Peter Gibson & Sharon Phillips

**Clerk to the Council:** Huw Evans

### **5 Apologies for Absence**

An apology for absence was received from Councillor Jamie Jewell.

### **6 Disclosures of Personal & Prejudicial Interests**

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, no interests were declared.

### **7 Minutes of Personnel Committee**

**Resolved** that the Minutes of the Personnel Committee held on the following dates be approved and signed as a correct record:

- i) 11 May 2023.

### **9 Exclusion of the Public**

**Resolved** that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted relating to the Clerk.

**(Closed Session)**

### **10 Appraisal of the Clerk**

The Clerk stated that he started with the Council on 1 June 2020. He outlined the Terms of Reference of the Personnel Committee:

Councillor Paul Baker, Chair of the Personnel Committee stated that he had carried out the Clerk's appraisal and provided feedback regarding the Clerks training and development. He stated that the Clerk had achieved an excellent appraisal.

**Resolved that:**

- 1) The Performance Indicator (PIs) progress & Appraisal be noted.
- 2) The Clerks Appraisal be agreed.

The meeting ended at 5.50pm

**Chair**