Ogmore Valley Community Council
Cyngor Cymuned Cwm Ogwr

Personnel Committee Meeting/ Cyfarfod y Pwyllgor Personel

Tuesday 17th September 2024, 6.30 pm via Teams
Dydd Mawrth 17th Medi 2024, 6.30 pm yng Teams

A G E N D A

CONFIDENTIAL/CYFRINACHOL

MEMBERS OF THE PERSONNEL COMMITTEE/OGMORE VALLEY COMMUNITY COUNCIL ARE SUMMONED TO ATTEND THIS MEETING
AELODAU PWYLLGOR PERSONEL/CYNGOR CYMUNED CWM OGMORE YR ARCHWILIWYD I DDIWEDDAR Y CYFARFOD HWN

Pursuant to section 1(2) of the Public Bodes (Admission to Meetings) Act 1960 – members of the public and press are unable to attend this meeting due to the confidential nature of the business to be transacted.
Yn unol ag Adran 1(2) o Ddeddf Bodau Cyhoeddus (Derbyn I Gyfarfodydd) 1960 – nid yw aelodau'r cyhoedd a'r was gyn gallu mynychu'r cyfarfod hwn oherwydd natur gyfrinachol y busnes sydd I'w drafod.

15 Members to resolve to exclude the public and press from items 16-21

16 Apologies for Absence

17 Declarations of Interest in accordance with the Council's Code of Conduct & Section 106 of the Local Government Finance Act 1992

18 [redacted]

19 Staff Objectives

20 Staff Appraisals – Annex B
(a) Setting a timeline
(b) Appointing the Clerk's line manager

21 Clerk's Hours – Annex C

22 Recommendations to the Full Council

Niamh Gwilym
Clerk of the Council
Niamhgwilym4@gmail.com

Annex A

Original Application for Evanstown Warden, incl. costs

Application to Pennant Walters for Warden for Evanstown and Glynogwr

Introduction

This is a bid for a Pennant Walters supported and branded Warden for Evanstown and Glynogwr to be funded initially on a one-year pilot basis.

Application

Pennant Walters has generously set aside £60,000 per annum to:-

- improve public amenities,
- footpath works,
- environmental and wildlife projects including projects to improve public parks and open spaces,
- activities / events to engage the local community

It is proposed that Pennant Walters provide £10,000 for a fixed term one-year part time Warden for Evanstown and Glynogwr who will:-

- make minor repairs to public amenities such as benches and cleaning bus shelters;
- keep footpaths clear of weeds and overhanging branches so the communities can enjoy the open spaces especially parents with prams and older people with disability issues;
- working with external organisations such as Tanio, to provide wildlife projects such as Children's Scavenger hunts;

This innovative project will provide:-

- social and environmental benefits by getting an enthusiastic Warden to generate interest in the community for volunteer litter picking groups that will have social benefits of bringing people together through volunteer groups and improve the environment leading to a virtuous circle of people being increasingly proud of their area;
- economic benefits by attracting people to the area to participate in some of the planned activities;
- there is community support for this project with it being mentioned at public meetings as a good way forward and being championed by Community Councillors. It is expected that the appointment of a Warden who is visible to

the community with a 'Supported by Pennant Walters' branded yellow jackets would lead to more local engagement in volunteer groups;
- the Warden would be employed through the Community Council which has the ability and set up to deal with any employment issues;
- the Warden would liaise with BCBC regarding actions that are required in the local community;
- one year of funding for a pilot project will enable the success of the project to be assessed and then future funding to be identified to ensure sustainability. At the very least a year's funding of a Warden would facilitate the set up of volunteer groups that will provide a positive legacy to the area;
- the new Warden post provide VFM as it is a low- cost way of making a real positive impact on the local community that will be sustainable;
- The Community Council would underwrite any unforeseen costs above £10,000 and will gift in-kind of labour from its current Warden as well as sharing materials and equipment.

Evanstown is in the top 20% (see statistics below) of the most deprived areas of Wales and this project would help to improve the environment.

1. 25% of children are living in low-income families compared to 18.9% in Bridgend and 20.1% in Wales.
3. 37.7% of homes are lone parent families with dependent children
4. 22.1% of the population are under 15 years of age compared to 17.8% across Wales.
5. 59% are economically active compared to 65% in Wales
6. 25.5% of households have no car, compared with 22.9% across Wales.
7. 44% of people of working age have no qualifications, compared with 26% across Wales and 25% in Bridgend County.
8. 13% of households are one person households-17% in Wales
9. 13.2% are lone parent households compared to 7.5% in Wales
10. 31% have a life limiting long term illness compared to 23% across Wales
11. Life expectancy in Evanstown is 74 compared to 77 in Bridgend County and 78 in Wales.
12. 5.4% of people of working age are in receipt of mental health benefits compared to 3.2% in Wales.
13. 17.5% of households were in fuel poverty pre pandemic compared to 13.9% in Wales.

<u>Costings</u>

Weeks 52.2 * 15 hours per week *£11 per hour	£8,613
Nest Pension - 4% employer contribution	£345
WFH allowance	£54
Equipment/pay increase/expenses	£988
Total	**£10,000**

Annex B

Current Performance Review Policy and Procedure

OGMORE VALLEY COMMUNITY COUNCIL
Performance review policy and procedure

Policy

The Council's policy is that the Community Clerk and other employees will be appraised annually.

The summary of this appraisal should be a fair representation of the dialogue and is to be referred to as a working document throughout the forthcoming year.

The benefits of appraisal in terms of improved communication and enhanced performance both for the Community Clerk, other employees and for the Community Council will only be achieved by the continuous commitment of all those involved in the scheme.

The Community Council's appraisal scheme has been designed to meet the following objectives:

- To assist the Community Clerk and other employees in performing their jobs to the best of their ability, maximising their job satisfaction and their contribution to the Community Council's objectives.
- To identify individual training and development needs.
- To highlight the potential for the Community Clerk and other employees to develop within their role.

Procedure

1. The Appraisal interview will occur annually.
2. The Appraisal interview will be carried out by the employee's line manager on a one-to-one basis. (The Council may decide to arrange training in the implementation of this scheme from an external source).
3. The appended documentation will be used for the purpose of conducting the appraisal.
4. The appraiser will then arrange the date, time and location of the appraisal meeting, fill in the details at the top of the Self-Appraisal and Interview Report form and notify the Community Clerk. (The Clerk will notify employees for whom he/she will undertake the appraisal).
5. The Community Clerk/other employees will be given the Self-Appraisal Notes for their completion (this exercise is voluntary and the Community Clerk/other employees will not be asked to hand in the completed form). At least five working days should be given to enable the Community Clerk/other employees to adequately prepare for the interview.

The following chart represents the sequence of events followed by the appraiser regarding the three stages of the appraisal process:

The Appraiser	
Preparation	
Gathers	Relevant documentation including the objectives set for the Community Clerk/other employees for the year under consideration.
Completes	The objectives/targets/achieved and skills gained/further development undertaken (where known) under Section A of the Interview Report Form.
Makes notes on	All other sections
The interview	
Asks for the Community Clerk's/other employee's comments	On their own performance based on the Self-Appraisal Notes
Discusses with the Community Clerk/other employees and seeks to agree conclusions	On all sections of the Interview Report Form
Completes	All sections and asks the Community Clerk/other employees to make general comments as well as sign and date the form
Summarises	Own general comments and signs and dates the form
Follow-up	
Keep notes	Of the follow-up actions required to facilitate the achievement of objectives/targets and/or general training and development needs
Retains on File	The Interview Report Form duly signed and all related documentation.
Ensures	Follow-up action takes place as appropriate

- The completed Interview Report Form will be viewed as a working document and will be continually referred to and reviewed during the year. Where the objectives/targets agreed at the appraisal interview have changed, new objectives/targets should be agreed with the Community Clerk/employee.

Footnote : As the Community Clerk is accountable to the Council as a whole it will be necessary for the Community Council to create an Appraisal Sub-Committee (in the case of Ogmore Valley CC this would be the Personnel Committee), to consider the outcome of the appraisal process and related recommendations. In the case of Ogmore Valley CC the Line Manager would be the appraiser. The detailed documentation used for the appraisal process should not be shared with the whole of the Community Council. Date reviewed: 27 April 2020

Extract from Clerk's Contract

8. Appraisal and Line Management

8.1. You will receive a quarterly Appraisal/Development Review. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

8.2. You are required to produce timesheets and expenses on a monthly basis to your appointed Line Manager.

8.3. Your Line Manager will report to matters relating to your performance and wellbeing to the Personnel Committee on a quarterly basis.

1.3 Your "**Line Manager**" is an elected member of the Ogmore Valley Community Council who has been appointed at the AGM of the Council.

1.4 For all new employees confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of not less than **6 months**. During any such period of service you would be expected to establish your suitability for the post.

OVW Guidance:

e) Appraisals & Appreciation (poor performance management and lack of recognition)

You must ensure that regular (minimum annually) performance appraisals are undertaken, ideally supplemented with half yearly / quarterly updates to check that everything is on track and deal with any training or support, capability or grievance issues, in accordance with the Council's policies and procedures.

Annex C

Extract from OVW Guidance, p. 11

In 2023 the SLCC conducted a survey of its members in England and Wales about their working hours. The survey showed that the role of clerk comprises “basic duties” and “additional duties”. “Basic duties” are those common to most clerks, e.g., meeting preparation whereas “additional duties” vary from one clerk to another, depending on the size of council and the services and functions they provide. An example of “additional duties” would be managing a burial ground.

At the time and based upon a detailed analysis of the results of the survey, the working group recommended the following minimum number of hours per month for part-time clerks as shown below. However, it is recognised that since that time, there have been significant additional demands on clerks, and it therefore recommended councils should consider adding at least 15% to the previously suggested hours.

Typical duties	Recommended minimum hours per month	Plus 15%
One meeting every two months – minimal services	17.5	19.5
One meeting a month – minimal services	26	30
One meeting a month – limited services (such as allotments, village green) – no employees.	30.5	35

Two or more meetings (council and committees) a month - limited services.	33	38
Two or more meetings (council and committees) a month – several services (such as village hall, recreation ground).	35	40