

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 9 SEPTEMBER 2019 AT 7.00 PM IN THE TOWN HALL**

PRESENT: The Town Mayor Councillor C J Theakston
The Deputy Mayor Councillor R A Jones
Councillor A N Gough
Councillor H Mattocks
Councillor M Sarsfield
Councillor J P Zalot

Councillor D Owen – attended as an Observer

The Administration Officer was in attendance
The Assistant Administrator was in attendance

APOLOGIES: Councillor A J V Grant
Councillor L J Roberts
Councillor S Zalot

Councillor Sarsfield took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest

2.0 FINANCIAL MATTERS

It was proposed, seconded and carried unanimously that the press and public should be excluded to allow for discussion of individuals and their responsibilities.

2.1 Audit of Council's accounts. The audit checks covered 2 subjects:-

- The management process of employees booking holidays
- The management process of the Green for parking

2.1.1 The management process of employees booking holidays

The Chairman asked the Administration Officer to explain how holidays were requested and booked by members of full and part time staff. It was reported that a holiday entitlement form details an employee's holiday allowance, with recorded holidays taken and booked. Additionally any carried over dates from year ending March, following guidelines from ACAS and the working time directive which did not exceed more than 5 days were included. Employees informed the Town Clerk of requested holiday dates, these were then recorded on the employee's holiday entitlement form and a personal holiday entitlement card for the employee. Holidays are then recorded on the year planner.

A Councillor questioned what the sign-off policy was for holidays. It was noted there were no holiday request forms.

A question was asked as to whether the Town Clerk seeks authorisation from the Mayor or Deputy Mayor for his holiday requests. Not as far as the Administration Officer is concerned.

Recommendation to Finance & Planning Committee:

Adopt a clear and transparent process for managing holiday allocations and requests.

Managers and employees to agree and sign absence request forms, countersigned and dated by Manager.

A Councillor suggested an online system that could help run HR matters covering holidays.

Recommendation to Finance & Planning Committee:

A free 14 day trial with an organisation called 'Breathe HR' to be undertaken to assess an effective process for managing employee holiday planning, including employee self-service for holiday requests, quick and easy manager approval, and a central calendar record. To report back the findings of the 14 day trial of the Audit and Personnel meeting on the 11th November 2019.

A Councillor asked what was the normal leave allocation.

22 days plus bank holidays, increasing to 27 days plus bank holidays after 5 years. Holidays are allocated on a pro-rata basis to part time staff.

2.1.2 The management process of the Green for parking

The Chairman asked the Administration Officer to explain the management process of parking on the Green. The process was explained.

Recommendation to Finance & Planning Committee:

The Town Mayor to talk with Town Clerk as a matter of priority about the operation of the Green.

Recommendation to Finance & Planning Committee:

All staff to be clearly briefed by the Town Clerk on the health and safety procedures for operating the Green.

Recommendation to Finance & Planning Committee

A Councillor to conduct a full review and resulting recommendations of the management processes and procedures required for parking on the Green, to be completed by the end of February 2020. An interim progress report to be produced and presented at the Audit and Personnel Sub-Committee on the 9th December 2019.

3.00 Personnel Matters

3.1 Job Evaluations

There was a discussion about the recruitment of staff and the requirement for him/her to speak Welsh.

A Councillor expressed the importance of the ability to speak Welsh especially in regard to the relative population of Welsh speakers in the community, also the ability to interact with Anglesey County Council and other councils. It was noted that it is vital to offer a bilingual service.

Recommendation to Finance & Planning Committee:-

All future recruitment should state that Welsh is essential or desirable depending on the post.

A Councillor reported that Yvonne Winstone of the HR department of Anglesey County Council advised Beaumaris Town Council that it was usual to start job evaluations with the most senior role first.

A Councillor reported on the suggested position of a Town Council Manager. Research and legal advice had been taken from One Voice Wales that it was possible to have this as a newly created post.

A Councillor reported on the creation of job descriptions for all employees of Beaumaris Town Council followed the template and format of job descriptions used at Anglesey County Council. It was noted there are no job descriptions based on individuals but based on the specific role.

It was reported that in carrying out the job evaluations a gap analysis would define additional responsibilities of the role or any responsibilities that may need to be removed.

It was reported that the job evaluation process will be conducted by the Deputy Mayor And Chairman of the Audit and Personnel Sub-Committee. This consultation process will then be reported back to Anglesey County Council for scoring all roles in relevant salary bands.

3.2 Appointment of part-time Welsh language translator

Recommendation to Finance & Planning Committee:-

To advertise for the appointment of a part-time Welsh language translator immediately. Advert to be featured on the Town Council's main website, Facebook, Indeed and the main board in the Tourist Information Centre. It was agreed that this post would be for 12 hours per week.

The press and public were re-admitted to the meeting.

The meeting closed at 10.10 pm