

## **Minutes of the Employment Committee**

2<sup>nd</sup> April 2026 at 2pm at the Castle Room OCR

Present – Julia Charles, Tyrone Davies, David Silver

Absent – Joanna Holms

Following on from discussions at the Full Council Meeting in March and the resignation of our Senior Clerk/RFO on the 30<sup>th</sup> March, the Employment Committee arranged an immediate meeting to discuss the support going forward for the Clerks and the interview process for the new Clerk

### Clerk or Senior Clerk role?

Considering the circumstances and the events of the last few days, we recommend to Full Council to move forward with the role for a new Senior Clerk/RFO

### Recruitment of the new Senior Clerk

We have received six applications from the recruitment agency and one application that came into us direct. There was one withdrawal from the agency, due to an applicant accepting a position elsewhere. Some of the applications were quite high in standard, so we moved forward quickly to arrange interviews as we did not want to lose any of the candidates

After reviewing all applications, we have offered interviews to four of them. The agency will write to the one we declined from their pool, and JC will write to the applicant who applied direct

After some conversations and organising with the agency and the candidates, the interviews will be held on the following dates and times: -

Wednesday 8<sup>th</sup> April at 10am

Monday 13<sup>th</sup> April at 10am, 11am and 12pm.

Interview questions will be prepared by the Employment Committee to match the standards required for the role

### Cost of using the agency

The final invoice will be a one-off payment and will be charged at 13% of the role's annual salary. (The agency actually gave us a discount from 15%).

For example: - 30 hours per week at SCP 24 would equate to £28,626.00 x 13% = £3,721. This cost was deemed reasonable considering the quality of the candidates and the work the agency has undertaken in advertising, vetting and preparing them. It is therefore recommended by the Employment Committee to accept this or an equivalent charge. (Once the successful candidate has been chosen their SCP will be decided

depending on their existing qualifications and experience and knowledge, so this charge may slightly change)

#### Support for the Clerks

Julie has a training plan in place and Samantha is working through this plan with Julie's support. However, we did not want Sam to feel alone and concerned as there will be times she will be on her own. JC therefore contacted the clerks at local community councils and Adrian at Pentyrch has agreed to be phone/video support and face to face if needed. St Fagans are unable to help but pointed us in the direction of Ryan at Bedlinog and Trelewis CC. Ryan has also agreed to help and support Sam. He is also familiar with Scribe and has offered to travel to R&M if necessary

Employment Committee recommend to Full Council to pay for this support if travel or lengthy time of support occurred

Samantha has confirmed separately that her probationary performance plan will be signed off before Julie leaves at the end of May

#### Do we need to engage with another Accountant?

We recommend to Full Council to wait until we know the experience and knowledge of the new Senior Clerk before making this decision.

#### Senior Clerk's outstanding holidays and TOIL

At the end of March, the toil is 18.2 hours, and the holidays would be 3 days due (after taking into account holidays booked in May). The Committee recommended that we are prepared to pay for this time to allow the Senior Clerk to spend as much training time as possible in the office with the Assistant Clerk by the end of May. A meeting will be held with JC and the Senior Clerk to ensure that this time/pay is balanced with council needs

Further progress will be cascaded to Full Council at the meeting on the 23<sup>rd</sup> April

**Julia Charles**

**Chair**

**Radyr and Morganstown Community Council**

<https://radyrandmorganstowncc.org/>

