

Peterston-super-Ely Community Council ***Cyngor Cymuned a Llanbedr-yr-Fro***

Extraordinary Meeting Wednesday 26th February 2025 via MS Teams.

The Chair called an extraordinary meeting of Peterston-super-Ely Community Council which was held via MS Teams, **Wednesday 26th February 2025, at 6pm.**

Background

- In October 2024, the then Clerk to the PSE Community Council, Catherine Craven, resigned. She was able to provide eight weeks notice during which time the job was advertised.
- Only a single candidate applied for the job. Chanai Zabadi was interviewed on the 5th November 2024 and having scored well against the interview questions was offered the Clerks position, which she accepted.
- On Tuesday 19th November, she withdrew her acceptance, stating the travel and overall demands of the job were more than she anticipated and she felt she would not be suitable for the post.
- No contract of employment had been signed at this point and she left with immediate effect. She did not claim funds for any handover work that had been undertaken to that point.
- The Chair, Abigail Phillips, contacted all of those who expressed an interest in the post understand why people had not applied and if they were still interested in the post. Many felt the demands of the job were high or they lacked financial experience to be both the Clerk and RFO.
- One candidate, Julie Thomas explained she felt the role was more demanding than the salary being offered (based on her experience of being a current Clerk at Radyr and Morgantown Council). This was consistent with what Chanai Zabadi had observed having taken on the role.
- However, Julie explained that if the pay scale was higher she would be interested in taking the role on. Given that Catherine Craven was leaving imminently, there would be no hand over opportunities, so having an experienced Clerk would be very favourable. The only other alternative would be to employ a locum Clerk, at upwards of £25 / hour.
- The Employment and Remuneration Working Group met to discuss the possibility of regrading the post with a view to further discussions with Julie.

Regrading the post

The previous post was at SC1. This had been the grading for many years. Since then the precept had grown and the assets of the community Council had increased. The Community Council now had responsibility for the Memorial Fields and the MUGA. In addition, what Community Councils in general were expected to do on behalf of other organisations had grown. Furthermore, the Community Consultation and Action Plan set out an ambitious programme of projects that needed to be delivered.

The Employment and Remuneration Working Group therefore decided that the SC2 Scale would be appropriate and agreed that they could offer clerks job at SC2, spinal point 20.

The Chair sought advice from One Voice Wales to ensure that they did not need to readvertise the post. They agreed that this could be done given the lack of interest in the post advertised in October and the need to have a Clerk in place at short notice.

Julie Thomas accepted the job offer on 29th November 2024.

Job Share Opportunity

Unfortunately the circumstances of the new clerk Julie changed within months of taking on the role and she was no longer able to do the job.

A potential candidate that was known to Julie, Val Hardy, was interested in the role, but lacked financial experience to take over without significant support on the finance side. The Chair asked Julie if she would be interested in staying on and working reduced hours alongside Val to support the role on the finance side. Julie accepted this. The hours would remain broadly the same overall (albeit with increased hours to account for relevant training and handovers in the first quarter of the employment). Val would undertake the day to day business of the Council and Julie would be assist in finance duties, when required.

Decisions

Councillor **agreed** to:

- The recruitment of Vale Hardy at SC2 spinal point 20 for the day to day running of the Council
- To retain Julie Thomas to support Val at SC2 spinal point 20
- The Employment and Remuneration Working Group to work with both the Clerks to define roles and responsibilities, working patterns and hours.
- Review the position after 3 months and 6 months

Financial Implications

There are no financial implications. The role had already been offered to Julie at this pay scale. Some additional hours may be required for the hand over. This is considered to be less than if Julie was forced to leave as she was on a week's notice. In addition, if there was no Clerk, the Council would need to employ a locum Clerk at upwards of £25/ hour.

Timescale

The decision could be implemented immediately as Val Hardy was interviewed by Councillors Phillips and Firth on 19/02/2024. They agreed to offer her the post subject to Council agreement to the change in working arrangements for the Clerks position.

Signed:



Abigail Phillips
Chair of the Council