

LLANFRYNACH COMMUNITY COUNCIL

CLERK APPRAISAL

Ma 2017 to May 2018

Minutes of the Human Resources Committee May 17th 2018

Present: Mr Charles de Winton CdeW(Chairman)
Mrs Barbara Smith BS
Mr Ian Matthews IM

In attendance: Sue Dale (Clerk) SD (absent during appraisal stage).

1. Apologies for absence: None
2. Declarations of interest in the items below: None
3. Consideration of the Clerk's job performance:

The aim of the appraisal is to:

- Assess past performance and pay level
- Improve future performance if appropriate
- Assess training and development needs if appropriate

The appraisal compared performance with job description. The overall assessment was acceptable with a recommendation to approve a pay rise.

Actions to be taken in the coming year. Particular care over email

4. Any other Human Resources Business : None
5. Date of next meeting : To be decided