

**MINUTES OF AN EXTRAORDINARY MEETING OF TYWYN TOWN COUNCIL**  
**HELD ON THURSDAY 22 JUNE, 2017**  
**AT TYWYN BAPTIST CHURCH AT 6.30PM**

**PRESENT:** Councillor Alun W. Evans (Chair)  
Councillors: Ron McCoo, Eileen Jones, Aled Lewis, Anne Lloyd-Jones,  
Nancy Clark, Marisa O'Hara, John Pughe and Mike Stevens

**OFFICERS PRESENT:** No Officer Present

**ALSO IN ATTENDANCE:** Paul Egan (One Voice Wales)

Cl. 74 **APOLOGIES:**  
22.06.17

Councillor Quentin Deakin  
Councillor Frank Bridle  
Councillor Cathy Evans

Cl. 75 **DECLARATION OF INTEREST:**  
22.06.17

Councillor Anne Lloyd Jones declared an interest in relation to the job evaluation results appertaining to those staff working at the Caravan Site and left the meeting when this matter was under consideration.

Cl. 76 **PRESENTATION BY PAUL EGAN ONE VOICE WALES**  
22.06.17

In his presentation, the Council was appraised of how the job evaluation process worked and he went into some detail about the factor elements and the scoring process and how total scores translated to salary points on the NJC for Local Authority staff pay scales. He confirmed that members had received his report which included updated job descriptions for staff and job evaluation questionnaires and he explained the comparison of current pay levels and job evaluation recommendations. Cllr John Pugh proposed that all staff be requested to complete time sheets and seconded by Cllr Mike Stevens a vote was taken with everyone in favour of a process being considered by the Personnel Committee. Paul Egan indicated that there would be merit in this approach in respect of the Caravan and Forestry staff but not necessarily the Town Clerk/RFO.

Following the presentation of the job evaluation scheme and the results of the job evaluation process, consideration was given to the salary recommendations contained in Paul Egan's report.

Cl. 77 **TOWN CLERK/RFO**  
22.06.17

Paul Egan recommended that the post be graded on NJC spinal column points 30-34, with an hourly rate ranging from £13:94 to £15:67 and a whole time equivalent salary between £26,822 and £30,153. (These rates of pay were based on those applying from 1<sup>st</sup> April, 2017). It was noted that the Council had

previously resolved to apply any increases from 1<sup>st</sup> April, 2016 but at the equivalent rates applying in 2016/17.

**RESOLVED:** It was proposed by Cllr Anne Lloyd-Jones and duly seconded by Cllr Aled Lewis to accept this recommendation and the proposal was unanimously approved by the Council.

Cl. 78  
22.06.17

**FORESTRY/WOODLAND WORKER**

Paul Egan recommended that the post be graded on NJC spinal column points 22-25, with an hourly rate between £10:73 and £11:77, and a whole time equivalent salary between £20,661 and £22,658 based on a 2 day working week which equated to 40% of the whole time salary level. In the discussion that followed, it was considered that the post should be paid on an hourly rate basis at the minimum of the scale range which was £10.73 per hour. (These rates of pay were based on those applying from 1<sup>st</sup> April, 2017).

**RESOLVED:** It was proposed by Cllr Anne Lloyd-Jones and seconded by Cllr Ron Mchoo to accept the recommendation that the hourly rate for the post be £10.73 based on Point 22 of the NJC pay scale and the proposal was unanimously approved by the Council. It was noted that the Council had previously resolved to apply any increases from 1<sup>st</sup> April, 2016 but at the equivalent rates applying in 2016/17.

Cllr Anne Lloyd Jones left at this point in the meeting (7.40pm).

Cl. 79  
22.06.17

**WARDEN /ASSISTANT MANAGER / MAINTENANCE WORKER**

Paul Egan recommended that the appropriate salary range should be NJC spinal column points 29-31. However, the question was raised about the hours worked stated by the Caravan Park Manager/Administrator as being 56 hours per week in the summer weeks (April to October) and 40hours per week in the winter (November to March). The current rate of £11:47per hour with a new hourly rate between £13:49 and £14:48 would present a significant additional cost based on the stated hours. Paul Egan indicated that the brief he had been provided when undertaking the consultancy work indicated that the postholder worked full-time. The stated hours were significantly above this. Paul Egan considered that at the present time it was not possible for the Council to consider the pay arrangements for the post until the situation regarding contractual hours was resolved. Furthermore, the stated hours were in conflict with the provisions of the Working Time Regulations which also needed to be resolved.

**RESOLVED:** It was resolved therefore that the Personnel Committee would need to examine the matter of the contractual hours before a decision on the pay level of the post was resolved and that the Clerk and the Caravan Site Manager/Administrator should be involved in this consideration which may require a negotiated settlement in conjunction with the postholder and his union representative. It was noted that the benefits associated with the post in relation to rent free accommodation and payment of

12.5% of all fees taken from touring caravans and tents would have a bearing on the consideration given that the job evaluation process did not account for the value of these benefits.

Cl. 80  
22.06.17

**SITE MANAGER /ADMINISTRATOR**

Paul Egan recommended that the appropriate salary range should be NJC points between 30-34 on a par with the Clerk and an hourly rate between £13:94 and £15:67 which equated to a whole time salary range of between £26,822 and £30,153. Again it was considered that a review of hours worked needed to be examined as the stated hours were very much different to the hours of work included in the original consultancy brief.

**RESOLVED:** It was resolved that the Personnel Committee would need to examine the matter of the contractual hours before a decision on the pay level of the post was resolved and that the Clerk and the Caravan Site Manager/Administrator should be involved in this consideration which may require a negotiated settlement in conjunction with the postholder and her union representative.

**CADEIRYDD / CHAIRMAN**