

MINUTES OF AN EXTRAORDINARY MEETING OF TYWYN TOWN COUNCIL
HELD ON TUESDAY 29TH NOVEMBER 2016
AT TYWYN BAPTIST CHURCH AT 6.00PM

PRESENT: Councillor Alun W. Evans (Chair)

Councillors: Ron W. McCoo, Nancy E. Clarke, Richie Owens,
Mark D. Kendall, Islwyn H. Davies, Dan A. Wyre

IN ATTENDANCE: Mr Paul Egan (One Voice Wales)
Mr Geoff Edkins (UNISON)

OFFICERS PRESENT: Bedwyr Gwilym (Town Clerk)
Mark Blunden (Ynys-y-Maengwyn Caravan Park & Trust)
Rita Blunden (Ynys-y-Maengwyn Caravan Park)
Rob Blunden (Ynys-y-Maengwyn Trust)

Cl. 159 **APOLOGIES:**
29.11.16

Councillor Anne Lloyd-Jones
Councillor John H. Boulter

Cl. 160 **DECLARATION OF INTEREST:**
29.11.16

No Councillor declared an interest.

Cl. 161 **JOB EVALUATION SCHEME PRESENTATION BY MR PAUL EGAN, ONE VOICE**
29.11.16 **WALES**

Public Bodies (Admission to Meetings) Act 1960

In accordance with Public Bodies Admission to Meetings Act – Local Government (Access to Information) Act (1985) Schedule 12A, parts 1.1 and 4.14, public and press are therefore excluded from this part of the meeting.

The Chairman welcomed Mr Paul Egan of One Voice Wales and Mr Geoff Edkins, UNISON representative to the meeting.

Mr Paul Egan explained what job evaluation is and its purpose. A brief outline was also given to the scheme used to evaluate posts and a detailed explanation of each of the four main factor headings and thirteen factors, including the maximum weighting attached to each factor.

The factors are: knowledge, mental skills, interpersonal and communication skills, physical skills, initiative and independence, physical demands, mental demands, emotional demands, responsibility for people, supervision, responsibility for financial resources, responsibility for physical resources and lastly, working conditions.

Copies of the presentation, along with job evaluation questionnaire and a document detailing each factor in detail were distributed to those present.

The Chairman thanked Mr Paul Egan for his presentation and that all present had learnt a great deal about role evaluation.

RESOLVED: To prepare revised Job Descriptions by 20 January 2017.
Completion of Job Evaluation Questionnaires and Job Description agreement by middle of February 2016.
Evaluation of Questionnaires by middle of February 2017.
Final results to be submitted to Town Clerk by end of February 2017.
To conduct job evaluation scheme in partnership with UNISON and ALCC.
To allow employees dissatisfied with grading an opportunity to be heard by an Appeals Panel, with the decision of the Appeals Panel being final.

The meeting was declared closed at 7:15pm