

ESTABLISHMENT COMMITTEE

27th September 2021

In accordance with the provisions of Schedule 12 of the Local Government Act 1972 and Section 47 of the Local Government and Elections (Wales) Act 2021 the **ESTABLISHMENT COMMITTEE** of LLANELLI TOWN COUNCIL was held **REMOTELY** and at The Old Vicarage, Town Hall Square, Llanelli on Monday, 27th September 2021 at 5.30 p.m.

PRESENT: Councillors S. Najmi, J.P. (Chair), M.D. Cranham J.P. (Town Mayor), T. Davies (substitute for Cllr. L.A. Edmunds), J.S. Edmunds, J.P. Jenkins (Vice-Chair), J.E. Jones J.P., W.J. Lemon, A.S.J. McPherson (substitute for Cllr. D.Ll. Darkin), and J. Williams.

EX-OFFICIO MEMBER: Councillor S.L. Rees (Deputy Town Mayor).

APOLOGIES: Councillors D.Ll. Darkin, L.A. Edmunds and B.A.L. Roberts.

1. PUBLIC BODIES (ADMISSION TO MEETING) ACT, 1960

RESOLVED – that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

2. NOTICE OF MOTION

Further to Minute No. 27 of the Town Council meeting held on 19th July 2021, members considered the Notice of Motion proposed by Councillor S.A. Curry and Seconded by Councillor A.S.J. McPherson (copies having been previously circulated to members).

During the ensuing discussion the Town Clerk informed members that the Town Council currently employed grounds assistants who were responsible for patrolling the council's parks and play areas. Their duties include a twice weekly litter pick on a Monday and Friday with further daily inspections of the play areas to monitor broken glass and equipment early in the morning and late afternoon. Each employee has received instruction on how to carry out an inspection and are tasked with alerting the office with photographs, if possible, to any failings or issues at each park. They are advised to avoid any direct contact with the public and not to deal with any acts of antisocial behaviour or vandalism in person so as to avoid the threat of injury or abuse.

All issues that are reported to the office are reported to the police via the 101 number so that all incidents are recorded as a possible crime.

The Motion did refer to the provision of park keepers within the parks, however, members raised their concerns about the cost of this proposed provision. It was also noted that in many cases the anti-social behaviour was being carried out when the park keeper would be off duty.

It was, therefore,

RESOLVED – that the Town Clerk investigate further how best to enhance the role of the grounds assistants already employed and to report his findings back to a future Committee meeting.

3. STAFFING

Further to Minute No. 5 of the Committee meeting held on 19th November 2012, members considered a report prepared by the Deputy Town Clerk (copies having been previously circulated to members).

Members were informed that the Council has always provided a progressive policy of enabling staff to undertake training courses that support the progression of staff members and improves the administration of the Council. The Continuing Professional Development Training being undertaken by staff is as follows:-

COMMUNITY DEVELOPMENT OFFICER

The Town Council Community Development Officer (CDO) has recently completed an NVQ Level 3 course at Gower College Swansea in Community Development Practice. The CDO has also recently commenced work on achieving the Certificate in Local Council Administration (CILCA) qualification, the cost of which is £660.00 however this is being fully funded via a Welsh Government bursary. This is a great benefit to the Town Council as there will shortly be a requirement for Councils such as Llanelli Town Council to have staff who have obtained this qualification (the Deputy Town Clerk already is in possession of the qualification).

ADMINISTRATIVE OFFICER

The Town Council Administrative Officer (AO) has recently completed an NVQ Level 4 in Business Administration through the University of Wales, Trinity St. David. The AO has now commenced a BA in Business Administration. This qualification has already proved to be highly valuable to the Town Council administrative processes. The Town Clerk already is in possession of the HND in Business Administration Qualification.

ADMINISTRATIVE ASSISTANT

The Town Council Administrative Assistant (AA) undertakes a wide range of financial tasks in support of the Responsible Financial Officer (Town Clerk), the AA has

therefore recently commenced an NVQ Level 3 qualification in Accountancy (Association of Accounting Technicians – AAT), this is on a day release at Coleg Sir Gar. The cost of this will be £726.00. The Deputy Town Clerk also holds an NVQ Level 4 in this qualification.

HEAD GROUNDSMAN

The Town Council Head Groundsman continues to ensure that his continuous professional development is maintained. During the last year he has undertaken online and face to face courses in:

- Level 1 Rugby League Turf Management
- Level 1 Football Turf Management
- Lone Working awareness
- Fire Marshal and Fire Equipment utilisation

GROUNDS MAINTENANCE AND CARETAKER STAFF

Town Council Grounds Assistants and Caretaker Staff have previously undertaken General Health and Safety, Play Area inspection and First Aid Courses. These courses will be renewed during the remainder of the 2021-22 financial year.

RESOLVED – that the report be noted, and that the current training programmes being undertaken along with associated costs be endorsed and approved.

The Meeting concluded at 5.56 p.m.