



THE COMMUNITY COUNCIL OF ABERTILLERY & LLANHILLETH  
CYNGOR CYMUNED ABERTYLERI A LLANHILEDD

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**NOTICE OF MEETING**

17 April 2024

Dear Councillor

You are summoned to attend a meeting of the Human Resources Committee of Abertillery and Llanhilleth Community Council, to be held in the Council Offices, Mitre Street on **Wednesday 24<sup>th</sup> June 2024 at 10:00 AM**. The agenda for the meeting is set out below.

Yours faithfully

Steve Edwards  
Clerk

**AGENDA**

1. **Apologies for absence**
2. **Declarations of interest or dispensations**
3. **Minutes – 27 April 2022 and 23 August 2023**
4. **Resolution to Exclude the Press and Public**  
Members are recommended to consider and resolve that, by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
5. **Deputy Clerks Probation – Confidential Papers attached**  
To receive probation reports for Erika Davies and Molly Jones and confirm permanent appointments.
6. **Staff Appraisal Process**  
To agree a process for annual staff appraisals
7. **Councillor / Staff Relations**
8. **Health and Safety Report (papers attached)**  
To review report and confirm any actions.
9. **Disciplinary and Grievance Policy (papers attached)**  
To agree a Staff Disciplinary and Grievance Policy

**10. Clerks Leave**

To agree the Clerk's leave for 2024.

10-17 May; 1-5 August; 19-27 September; 23-31 December.

**11. CILCA**

To agree which officers will take on CILCA

**12. Ergonomics Assessments**

Verbal report from Clerk

**13. Date of Next meeting.**