



**THE COMMUNITY COUNCIL OF ABERTILLERY & LLANHILLETH
CYNGOR CYMUNED ABERTYLERI A LLANHILLEDD**

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HUMAN RESOURCES COMMITTEE – NOTICE OF MEETING

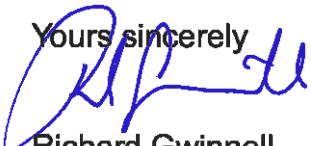
4 December 2018

Dear Member of the Human Resources Committee:

Councillors Steve Bard, Gill Clark, Julie Holt and Rob Phillips

You are summoned to attend a meeting of the Human Resources Committee of Abertillery and Llanhilleth Community Council, to be held in the Council Chamber, Mitre Street, Abertillery at **1.30pm on Monday 10 December 2018**. The agenda for the meeting is set out below.

Yours sincerely



Richard Gwinnell
Clerk to the Council

**HUMAN RESOURCES COMMITTEE AGENDA
MONDAY 10 DECEMBER 2018 at 1.30pm**

1. Apologies for Absence

To receive any apologies for absence from members.

2. Declarations of Interest

Members who consider that they have an interest to declare need to state the item in which they have an interest and the nature of the interest. They also need to complete the form circulated at the meeting. Any member who is unsure should seek advice prior to the meeting in order to expedite matters at the meeting itself.

3. Minutes: Human Resources Committee (a) 7 November 2018 (b) 21 November 2018 (attached)

To be confirmed as a correct record.

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. Staff Appraisals

To consider the above.

6. Review of Staffing and Pay Structure

To further consider the above if required.

7. Other matters affecting staff

To consider the above if required.

8. Date and time of next meeting

To consider the above.

**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF
ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 7
NOVEMBER 2018 at 5.30pm in the Council Chamber, Mitre Street, Abertillery**

Present: Councillors: Steve Bard, Gill Clark, Julie Holt (in the Chair) and Rob Phillips

Officers: Steve Edwards, Deputy Clerk and Richard Gwinnell, Clerk

Others: None

100. APOLOGIES FOR ABSENCE

None.

101. DECLARATIONS OF INTEREST

No members declared any personal or pecuniary interests.

The Clerk and the Deputy Clerk stated that they would have pecuniary interests in agenda item 6 (annual review of staffing and pay structure) and would leave the meeting at the appropriate time, while members discussed the issue.

102. CHRISTMAS SHUTDOWN DATES

The Committee **RESOLVED** to shut the office on Friday 21 December 2018 and re-open the office on Wednesday 2 January 2019, mirroring the shutdown dates chosen by Blaenau Gwent County Borough Council.

103. EXCLUSION OF THE PRESS AND PUBLIC

The Committee **RESOLVED** to exclude the press and public from the meeting for the following items of business, by virtue of The Public Bodies (Admission to Meetings) Act 1960, on the grounds that disclosure of the matters to be discussed would be prejudicial to the public interest by reason of the confidential nature of those matters.

104. ANNUAL STAFF APPRAISAL UPDATE

The Committee **RESOLVED** to note the dates of the staff appraisals and meet again on Monday 10 December 2018 at 1.30pm to consider next steps.

105. ANNUAL REVIEW OF STAFFING AND PAY STRUCTURE

The Clerk reminded members of the information circulated to them previously. He explained that the terms of reference of the Committee required it to carry out an annual review of staffing and pay structure and that this should ideally be done before the Council agreed its budget in January, so that the budget for the year ahead reflected the staffing costs for the year ahead. It would be for the Committee to agree on the outcomes of the review but Council would ultimately decide on any financial implications of any changes in the staffing or pay structure, as part of the budget. If the review did not conclude before the budget was set, any potential financial implications would not be reflected in the budget.

The Clerk explained that he and the Deputy Clerk had pecuniary interests in the outcomes of the annual review, as it may affect their pay. The Committee should therefore conduct the review without the staff being present. The Committee would need to consult the staff in due course, if it wished to change their hours or any other terms of employment, bearing in mind their existing contracts.

The Clerk and the Deputy Clerk left the meeting at 6.00pm, while the Committee deliberated.

The Clerk and the Deputy Clerk were invited back into the meeting at 6.25pm.

The Chair stated that members had discussed various options, including paying staff overtime, employing more staff and increasing the hours of the existing staff. They had also discussed the need to minimise the time spent by the Clerk and Deputy Clerk on mundane tasks, such as printing or going to the Post Office. Members were not however able to come to any conclusions without further time.

The Committee **RESOLVED** to meet again on 21 November 2018 at 5.30pm to consider this matter and any other relevant matters further.

106. OTHER MATTERS AFFECTING STAFF

No current issues reported.

107. DATE AND TIME OF NEXT MEETING

RESOLVED as above, to meet again on 21 November 2018 at 5.30pm and 10 December 2018 at 1.30pm.

The meeting ended at 6.40pm.

Signed as a correct record by the Chair

*NB these minutes are a summary of the proceedings and record of the decisions taken.
They are not intended to be a verbatim record.*

Minutes produced by Richard Gwinnell, Clerk

**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY
AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 21 NOVEMBER 2018 at
5.30pm in the Council Chamber, Mitre Street, Abertillery**

Present: Councillors: Steve Bard, Gill Clark, Julie Holt (in the Chair) and Rob Phillips

Officers: Steve Edwards, Deputy Clerk and Richard Gwinnell, Clerk

Others: None

120. APOLOGIES FOR ABSENCE

None.

121. DECLARATIONS OF INTEREST

No members declared any personal or pecuniary interests.

The Clerk and the Deputy Clerk stated that they would have pecuniary interests in agenda item 4 (annual review of staffing and pay structure) and would leave the meeting at the appropriate time, while members discussed the issue.

122. EXCLUSION OF THE PRESS AND PUBLIC

The Committee **RESOLVED** to exclude the press and public from the meeting for the following items of business, by virtue of The Public Bodies (Admission to Meetings) Act 1960, on the grounds that disclosure of the matters to be discussed would be prejudicial to the public interest by reason of the confidential nature of those matters.

123. ANNUAL REVIEW OF STAFFING AND PAY STRUCTURE

The Clerk reminded members of the information circulated to them previously, including the staff job descriptions, for the committee to review, and updated "what needs doing" and monthly hours worked lists.

The Chair commented that the committee should look at other town and community councils to see if they had staff job descriptions which might be more modern and help the committee review the existing staff job descriptions in due course. She also asked that informal six-month progress reviews be put in place in future, to make sure priorities were kept alive during the year and progress was on track.

The Clerk reminded members that he and the Deputy Clerk had pecuniary interests in the outcomes of the annual review, as it may affect their pay. The Committee should therefore conduct the review without the staff being present.

The Clerk and the Deputy Clerk left the meeting at 5.38pm, while Committee members deliberated.

The Committee **RESOLVED** that:

- 1) in order for staff and Council to manage time and workload, all TOIL (time off in lieu of overtime) should be taken within 2 weeks of it being accrued (4 weeks with

agreement from the Chair in special circumstances e.g. when workload or planned events dictate that taking TOIL would affect planning or upcoming events)

2) for all events or planned activities, staff costs must be factored in/budgeted for in advance

3) Council should consider cost effective use of Officer(s) time, for dealing with future planned increased ALCC activities and projects. How will it be managed. Examples for consideration a) overtime payments b) employ an hourly paid admin assistant for busy times c) employ an admin assistant for 12 hours per week d) offer a work placement for a college student/Uni Graduate, however this would need to be managed and may mean more work for Clerks

4) the Committee review and replace the current appraisal form with a more appropriate form to include a 6 monthly review section and SMART targets

5) at the earliest opportunity, the Committee review the Clerk and Deputy's job description to reflect changes to the day to day role. Current JD is now outdated.

The Clerk and the Deputy Clerk were invited back into the meeting at 6.36pm.

The Chair outlined the conclusions of the Committee to the staff.

The Clerk reminded members of the need for the Council to set a budget in January and that it would be important for any extra staff costs to be included in the budget for the year ahead. He emphasised that the Council would not be able to deliver on its priorities if it did not have sufficient staffing in place.

The Chair stated that she would write a report for Council to consider as part of the budget setting process.

124. OTHER MATTERS AFFECTING STAFF

No current issues reported.

125. DATE AND TIME OF NEXT MEETING

RESOLVED to meet again on 10 December 2018 at 1.30pm.

The meeting ended at 6.55pm.

Signed as a correct record by the Chair

NB these minutes are a summary of the proceedings and record of the decisions taken. They are not intended to be a verbatim record.

Minutes produced by Richard Gwinnell, Clerk, using decisions provided by Councillor Julie Holt, Chair of the HR Committee