



THE COMMUNITY COUNCIL OF ABERTILLERY & LLANHILLETH
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HUMAN RESOURCES COMMITTEE – NOTICE OF MEETING

17 October 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 **5.30pm on Wednesday 24 October 2018**. The agenda for the meeting is set out below.

Yours sincerely

Richard Gwinnell
Clerk to the Council

HUMAN RESOURCES COMMITTEE AGENDA
WEDNESDAY 24 OCTOBER 2018 at 5.30pm

1. Election of Chair of the Committee

The Council appointed Councillor Julie Holt (Chair of the Council) as the Chair of this committee. The terms of reference of this committee state that the Chair will be elected by the committee. Hence, Councillor Holt should be elected as the Chair of this committee, in line with the Council decision.

2. Election of Vice-Chair of the Committee

3. Apologies for Absence

To receive any apologies for absence from members.

4. 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.

5. Terms of Reference of the Human Resources Committee

To remind members of the terms of reference of the committee as follows:

The Committee will comprise of the Chairman of the Council, Vice Chairman of Council and two other members, to be determined by the Council.

The Committee will meet at least once per year, with additional meetings when required as determined by the Chair of the Committee and the Clerk.

The Committee will elect its own Chair and Vice Chair for the year at its first meeting following the Council's annual meeting.

The quorum of the Committee will be no less than three members.

The Committee will exercise on behalf of the Council its powers relating to:

1. Recruitment, rates of remuneration, termination of service, education, training, conditions of service, career development and all other similar matters relating to employees and where relevant (such as in matters of training) members of Council.
2. Performance reviews, annual appraisals, Investors in People.
3. All matters concerning working conditions, employee service, staff welfare, agreements concerning salaries, sickness and grievance procedures, disciplinary measures, disputes and consultations with employees and their representatives.
4. All matters relating to safety at work, risk assessment and safety policies.
5. The exercise of any discretion in respect of any employee under the Local Government Superannuation Act and regulations.
6. All other routine Human Resource matters within the general policies of the Council.
7. To undertake the annual review of staffing and pay structure.

6. 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.

7. Policy for dealing with unreasonably persistent customers and complainants and unreasonable complainant behaviour

To consider the above.

8. Member/Officer Protocol

To consider the above.

9. Annual Staff Appraisal

To consider the above.

10. Annual Review of Staffing and Pay Structure

To consider the above.