

**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY  
AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 1<sup>st</sup> December 2020 at  
3:00pm in the Council Chamber Mitre Street, Abertillery**

**PRESENT: Councillors:**

Gary Oakley (Chair), Rob Phillips, Nick Simmons and Graham White

**Officers:** Steve Edwards, Acting Clerk

**Others:** None

**ABSENT:** Allen Rees

**1. APOLOGIES FOR ABSENCE AND WELCOMES**

Apologies received from Allen Rees. The Chair stressed the absolute need for confidentiality around the discussions for Agenda Items 5 and 6

**2. DECLARATIONS OF INTEREST**

A personal interest was declared for Agenda Item 6 “**Process to deal with formal complaint made by a Councillor concerning a member of staff**” but this item was later withdrawn so the specific interest is now not recorded

**3. CHRISTMAS SHUTDOWN**

The Acting Clerk reported that the Council usually mirror the Christmas shutdown arrangements used by Blaenau Gwent County Borough Council and the leave taken by officers during that period was not part of officers normal Annual Leave.

**RESOLVED** the Council will be shut from 24<sup>th</sup> December 2020 (so last day of operation is 23<sup>rd</sup> December) and would reopen on Monday 4<sup>th</sup> January 2021.

**4. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that, by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public be 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. ABSENCE OF CLERK**

The Chair dealt with this as two items (a) Practical steps for the current situation that Clerk will be absent for December 2020 and (b) future steps going forward.

(a) The Deputy Clerk would act as Clerk & RFO during the absence of a Clerk, as this was part of his job specification so no decision was required by the HR Committee

The Committee was informed that the Chair and Deputy Clerk had agreed that if the Deputy Clerk was working alone in the office with no planned meetings then the Deputy Clerk would text the Chair on arrival and on leaving the building.

The Deputy Clerk would keep a mobile phone on his person at all times whilst in the office.

A double sealed envelope had been given to the Chair which contained instructions on how to get into the building, the Clerk's office and the safe, this only to be used if the Deputy Clerk had an absence from work and the Chair needed access so that Council could continue to function.

**RESOLVED** unanimously to allow the Deputy Clerk to work up to a maximum of 14 hours per week as overtime during the period of Absence of a Clerk. The HR Committee would authorise such payments retrospectively on production of timesheets from the Deputy Clerk.

**RESOLVED** unanimously to allow the Deputy Clerk to carry over 12 days Annual Leave into the next leave year which begins on 19<sup>th</sup> December 2020.

- (b) The Chair has been in contact with the Clerks union representative to discuss options for the way forward and work towards what the Clerk wanted as a conclusion to his absence. These discussions are noted in Confidential Annex HR1/2020

**RESOLVED** unanimously that the Chair, in partnership with the Deputy Clerk work together, with the Clerks union representative so that a proposed conclusion could be brought back to the HR Committee as soon possible for a decision to be made on that proposal.

The meeting ended at 4:25 pm.

Signed as a correct record by the Chair .....

*Minutes produced by Steve Edwards, Acting Clerk*