

MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 12 January 2021 at 2:00pm in the Council Chamber Mitre Street, Abertillery

PRESENT: Councillors:

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

Officers: Steve Edwards, Acting Clerk

Others: None

ABSENT: None

1. APOLOGIES FOR ABSENCE AND WELCOMES

No Apologies

2. DECLARATIONS OF INTEREST

Councillor White declared an interest in Agenda Item 5, **Code of Conduct complaint letter**.

3. 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.

4. CONFIRMATION OF MINUTES OF (a) HR COMMITTEE MEETING 1 DECEMBER 2020 AND (b) HR COMMITTEE MEETING 8 DECEMBER 2020.

Councillor White moved an amendment to the minutes of 1 December 2020 to state that he had asked if we should have legal advice. The motion failed as no one seconded the motion.

Committee **RESOLVED**: that the minutes of the Committee meetings held on (a) 1 December 2020 and (b) 8 December 2020 be confirmed as a correct record, for signature by the Chair.

5. CODE OF CONDUCT COMPLAINT LETTER

Councillor White left the meeting as he had previously declared an interest.

A discussion on the way forward took place and the Committee unanimously **RESOLVED** to undertake the actions detailed in confidential annex HR1/2021.

6. AUTHROISATION OF STAFF OVERTIME

The Committee **RESOLVED** to authorise the staff overtime claim for 5 hours and 45

minutes for week commencing 14 December 2020.

7. STAFFING FOR THE NEXT SIX MONTHS.

- (a) The Committee **RESOLVED** that it would not recruit a new Clerk for 6 months when it would carry out a review to assess the staffing needs in July 2021.
- (b) No changes to the current lone working process
- (c) The Committee **RESOLVED** that the current Deputy Clerk be temporarily promoted to Clerk for 6 months or until a new Clerk was appointed and he should be paid on the NALC Pay Scale point 33 and his hours increased to 25 hours a week.
- (d) It was agreed that the Clerk need urgent administrative support. The Committee **RESOLVED** that the Clerk be given the delegated power to appoint a temporary Administrative Assistant who would be paid on the NALC Pay scale point 18 and be employed for 20 hours a week. The Clerk stated that he could appoint his wife into the position which had some advantages as she was available and also was part of his Corvid household bubble and though he had delegated powers he was concerned that some may see this as a misuse of public money so he asked the Committee to endorse his decision to appoint his wife as the Administrative Assistant. The Committee endorsed his decision.

The meeting ended at 3:20 pm.

Signed as a correct record by the Chair

Minutes produced by Steve Edwards, Clerk