

**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 4 March at 1:00pm in the Council Chamber Mitre Street, Abertillery**

**PRESENT: Councillors:**

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

**Officers:** Steve Edwards, Clerk

**Others:** None

**ABSENT:** None

**8. APOLOGIES FOR ABSENCE AND WELCOMES**

No Apologies

**9. DECLARATIONS OF INTEREST**

None

**10. 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.

**11. CONFIRMATION OF MINUTES OF HR COMMITTEE MEETING 12 JANUARY 2021**

Committee **RESOLVED**: that the minutes of the Committee meetings held on 1 January be confirmed as a correct record, and confirmed the Confidential annex HR1-2021

**12. UPDATE ON STAFFING MATTERS**

- (a) Committee **RESOLVED** to make the temporary appointment of Steve Edwards as Clerk into a permanent appointment of 25 hours a week.
- (b) Committee noted that the Clerk had appointed Sian Hookins as temporary Administrative Assistant. She will start work on 12 April 2021 and the contract will run to October 2021. The permanent position of second officer will be reviewed later in the year but before the current contract ends.
- (c) Committee **RESOLVED** to:
  - a. Instruct the Clerk to resubmit the PSO Wales complaint as detailed in Confidential Annex HR1-2021.
  - b. Instruct the Clerk to inform the Information Commissioners Office (ICO) of a possible data breach concerning a Councillor giving a member of the public access to confidential information and to act on the ICO response.
  - c. Instruct the Clerk to take further legal advice concerning the data breach and to act on that advice.

**13.AUTHRORISATION OF STAFF OVERTIME**

The Committee **RESOLVED** to authorise the staff overtime claim for 7 hours and for week commencing 22 February 2021.

The meeting ended at 2:10 pm.

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

*Minutes produced by Steve Edwards, Clerk*