

**MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY AND  
LLANHILLETH COMMUNITY COUNCIL HELD ON 25 July 2023 at 7.00 pm in the  
Chairman and Members' Room at Council Offices, Mitre Street, Abertillery.**

**PRESENT**

**Councillors:** Tracey Dyson (Chair), Rob Phillips, Josh Rawcliffe (Vice Chair), Nick Simmons, Glyn Smith

**Apologies:** None

**Officers:** David Cartwright (Clerk), Steve Edwards (Deputy Clerk)

**Absent:** None

**1. APOLOGIES FOR ABSENCE**

None

**2. DECLARATIONS OF INTEREST OR DISPENSATIONS**

None.

**3. MINUTES 8 DECEMBER 2023**

The Committee **RESOLVED** that the minutes were a true and correct record.

**4. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

The Committee **RESOLVED** that, by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public were 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. STAFFING RESOURCE REVIEW**

There was a discussion concerning letters that had been sent to the HR Committee and letters that had been sent to the Finance Committee by Councillor Graham White, and his actions before the start of Finance Committee meeting held on 18<sup>th</sup> July 2023. In the Committees view these letters and actions amount to harassment of the Councils staff. The Clerk stated that he would forward this new information to the Public Service Ombudsman as part of the Clerks current complaint.

The Committee discussed the current staffing levels, the pressure and workloads on its current officers with only 50 hours a week staff time. Both the Clerk and Deputy Clerk put forward the idea to increase the number of staff hours so that Council could fulfil its statutory obligations and be able to facilitate the increasing Council workload as Council has become more ambitious in its work programme.

The Committee **RESOLVED** the following:

1: Overall staff hours would be increased from the current 50 hours per week to 90 hours per week. This is estimated to cost Council £30,000 per annum. This will be reviewed in 12 months.

2: The makeup of staff resources would be 3 members of staff, a Clerk and 2 Deputy Clerks

3: Each staff member would be employed for 30 hours a week.

4: The current Clerk and Deputy Clerk hours would increase from 25 hours to 30 hours from 1 August 2023.

5: The third staff member should be recruited as soon as possible and initially be working 25 hours a week, and that the recruitment be carried out by the Deputy Clerk, Chair and Vice Chair.

6: That up to £10,000 be allocated for the costs of new equipment, and moving the Clerks office into the current Chairman and Members room.

The meeting ended at 7:45 pm.

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

*Minutes produced by Steve Edwards, Deputy Clerk.*