

**MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY AND
LLANHILLETH COMMUNITY COUNCIL HELD ON 4 November 2024 at 6:00 pm at the
Council Offices, Mitre Street, Abertillery.**

PRESENT

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

Apologies:

Officers: Steve Edwards (Clerk).

Absent: Glyn Smith

13. Apologies for Absence

None

14. Declarations of Interest or Dispensations

None.

15. Minutes 24 April 2024

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

16. Eye Test Policy

The Committee **RESOLVED** to adopt the Eye Test Policy as it was a legal requirement for Council to have one. There was no new budget line as this any costs would come out of existing budgets.

17. Christmas Office Shutdown

The Committee **RESOLVED** that the Office will be closed from Monday 23 December 2024 and reopen on Thursday 2nd January 2025.

18. 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.

19. Officers Appraisals

The Clerk presented the three appraisal reports (Steve Edwards Clerk, Erika Davies Deputy Clerk, Molly Jones (Deputy Clerk) for 2023/2024.

The Committee **RESOLVED** to confirm the reports markings of satisfactory for all three members of staff and the objectives set for the following year, 2024/2025.

20. Pay Increases

The Clerk explained that the pay awards were part of staff signed contracts and that general pay rises were agreed at national level.

The Committee **RESOLVED** to recommend to Council that each member of staff will move up one spine point because of the satisfactory report markings, Deputy Clerks to

move from point 18 to 19 on the NALC (National Association of Local Councils) LC2 pay scales and the Clerk moves from point 33 to point 34 on the NALC LC3 pay scales.

The Committee **RESOLVED** to recommend to Council that it accepts the NALC pay award for 2024.

21. Staffing Review

The Committee agreed that the current staffing levels of 90 hours was at the correct level, so there is no planned increase in general staffing levels. The budget request from the Community Empowerment Committee for a Youth Liaison Officer was discussed but no recommendation was made from the HR Committee.

There was a general agreement that any new staffing increases for specific posts should be self-funded via grants, and part of the role of any staff in these specialist post would be to go and find funding for future years.

Even though Councillors are not part of the review, the Clerk did explain that a Councillor was approaching the 6-month disqualification period. An email had been sent to the Councillor asking if they would like a further six-month dispensation.

The Committee **RESOLVED** that the officers should send a tracked letter to the Councillor explaining the situation.

22. Date of Next meeting

No date for a next meeting was set.

The meeting ended at 6:35 pm

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

Minutes produced by Steve Edwards, Clerk.