

**MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY AND  
LLANHILLETH COMMUNITY COUNCIL HELD ON 29 October 2025 at 10:00 pm at the  
Council Offices, Mitre Street, Abertillery.**

**PRESENT**

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

**Apologies:**

**Officers:** Steve Edwards (Clerk).

**1. Apologies for Absence**

None

**2. Declarations of Interest or Dispensations**

None.

**3. Minutes 4 November 2024**

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

**4. Policy Review**

The Committee agreed that it should have the following policies in place and that theses should be brought before the HR Committee. There will be a drip feed approach and the aim is to have all policies in place by the end of 2026.

- Adoption and Paternity
- Alcohol, Drugs and Substance abuse
- Annual Leave
- Bullying and Harassment
- Capability
- Code of Conduct for Employees
- Maternity Leave
- Member/Officer Protocol to be updated
- Recruitment Procedure
- Shared Parental Leave
- Attendance Management
- Staff Wellbeing to include Stress Management

The Committee would also like to see a set of Standard Operating Procedures that detail the processes that the Officers use in performing their duties.

The Committee **RESOLVED** to adopt the Disciplinary and Grievance Arrangements previously adopted 24<sup>th</sup> April 2024, with no amendments.

**5. Christmas Office Shutdown**

The Committee **RESOLVED** that the Office will be closed from Wednesday 24 December 2025 and reopen on Monday 5th January 2026.

**6. 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.

**7. Clerks Leave**

The Clerks three major leave dates were agreed for 2026. 6<sup>th</sup> to 13<sup>th</sup> March; 11<sup>th</sup> to 19<sup>th</sup> June; and 3<sup>rd</sup> to 11<sup>th</sup> September.

**8. Officers Appraisals**

The Clerk presented the three appraisal reports (Steve Edwards Clerk, Erika Davies Deputy Clerk, Molly Jones (Deputy Clerk) for 2024/2025.

The Committee **RESOLVED** to confirm the reports markings of satisfactory for all three members of staff and the objectives set for the following year, 2025/2026.

**9. 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 that each member of staff will move up one spine point because of the satisfactory report markings, Deputy Clerks to move from point 19 to 20 on the NALC (National Association of Local Councils) LC2 pay scales and the Clerk moves from point 34 to point 35 on the NALC LC3 pay scales.

**10. 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.

There was a discussion concerning succession planning for when the current clerk retires and that any recruitment process should be open to external candidates.

There has been a complaint from Councillor Graham White concerning the Clerks performance in 2021. The Committee agreed that a formal HR Committee meeting will be held on 26 November 2025 to hear the complaint, this is also in-line with the Full Council decision made earlier this year following on from the Audit Wales report.

**11. Date of Next meeting**

26 November 2025 at 10am

The meeting ended at 10:46 am

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

*Minutes produced by Steve Edwards, Clerk.*