

**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY
AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 20 October 2021 at 7:00
pm in the Council Chamber Mitre Street, Abertillery**

PRESENT: Councillors:

Gary Oakley (Chair), Rob Phillips, Allen Rees, Glyn Smith

Officers: David Cartwright, Clerk

Others: None

ABSENT: Nick Simmons

1. APOLOGIES FOR ABSENCE AND WELCOMES

Nick Simmons

2. DECLARATIONS OF INTEREST

None

3. CONFIRMATION OF MINUTES

The Committee **RESOLVED** that the minutes of the Committee meeting held on 7 July 2021 be confirmed as a correct record.

The Committee **RESOLVED** that the minutes of the Committee meeting held on 8 September 2021 be confirmed as a correct record.

4. CHRISTMAS SHUTDOWN

The Committee **RESOLVED** that the Council offices will be shut from 24 December 2020 (so the last day of operation in 2021 will be 23 December) and will reopen on Tuesday 4 January 2021.

5. EXCLUSION OF PRESS AND PUBLIC

The Committee **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.

6. DEPUTY CLERK PAY – TRANSITION PERIOD

The Committee **RESOLVED** that the Deputy Clerk would continue to act as joint-RFO and as joint-Clerk until such time as the newly-appointed Clerk had completed required training and had achieved the necessary level of proficiency to take sole responsibility for these roles.

The Committee **RESOLVED** that the Deputy Clerk would retain his current transitional salary level up to and including 10 January 2021 (three calendar months from the date the new Clerk began work) and that the situation would be further reviewed by the HR committee.

7. DEPUTY CLERK PAY – TRANSITION PERIOD

The Committee **RESOLVED** that the Clerk be authorised to settle the issue of a substantial period of leave owed to the Deputy Clerk. The Committee **RESOLVED** that the offer to the Deputy Clerk, which falls within the agreed staff budget for 2020-21, would be as detailed in confidential annex HR1/2021.

Signed as a correct record by the Chair

Minutes produced by David Cartwright, Clerk