

**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF  
ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 7  
NOVEMBER 2018 at 5.30pm in the Council Chamber, Mitre Street, Abertillery**

**Present:**     **Councillors:** Steve Bard, Gill Clark, Julie Holt (in the Chair) and Rob Phillips

**Officers:** Steve Edwards, Deputy Clerk and Richard Gwinnell, Clerk

**Others:** None

**100.    APOLOGIES FOR ABSENCE**

None.

**101.    DECLARATIONS OF INTEREST**

No members declared any personal or pecuniary interests.

The Clerk and the Deputy Clerk stated that they would have pecuniary interests in agenda item 6 (annual review of staffing and pay structure) and would leave the meeting at the appropriate time, while members discussed the issue.

**102.    CHRISTMAS SHUTDOWN DATES**

The Committee **RESOLVED** to shut the office on Friday 21 December 2018 and re-open the office on Wednesday 2 January 2019, mirroring the shutdown dates chosen by Blaenau Gwent County Borough Council.

**103.    EXCLUSION OF THE PRESS AND PUBLIC**

The Committee **RESOLVED** to exclude the press and public from the meeting for the following items of business, by virtue of The Public Bodies (Admission to Meetings) Act 1960, on the grounds that disclosure of the matters to be discussed would be prejudicial to the public interest by reason of the confidential nature of those matters.

**104.    ANNUAL STAFF APPRAISAL UPDATE**

The Committee **RESOLVED** to note the dates of the staff appraisals and meet again on Monday 10 December 2018 at 1.30pm to consider next steps.

**105.    ANNUAL REVIEW OF STAFFING AND PAY STRUCTURE**

The Clerk reminded members of the information circulated to them previously. He explained that the terms of reference of the Committee required it to carry out an annual review of staffing and pay structure and that this should ideally be done before the Council agreed its budget in January, so that the budget for the year ahead reflected the staffing costs for the year ahead. It would be for the Committee to agree on the outcomes of the review but Council would ultimately decide on any financial implications of any changes in the staffing or pay structure, as part of the budget. If the review did not conclude before the budget was set, any potential financial implications would not be reflected in the budget.

The Clerk explained that he and the Deputy Clerk had pecuniary interests in the outcomes of the annual review, as it may affect their pay. The Committee should therefore conduct the review without the staff being present. The Committee would need to consult the staff in due course, if it wished to change their hours or any other terms of employment, bearing in mind their existing contracts.

The Clerk and the Deputy Clerk left the meeting at 6.00pm, while the Committee deliberated.

The Clerk and the Deputy Clerk were invited back into the meeting at 6.25pm.

The Chair stated that members had discussed various options, including paying staff overtime, employing more staff and increasing the hours of the existing staff. They had also discussed the need to minimise the time spent by the Clerk and Deputy Clerk on mundane tasks, such as printing or going to the Post Office. Members were not however able to come to any conclusions without further time.

The Committee **RESOLVED** to meet again on 21 November 2018 at 5.30pm to consider this matter and any other relevant matters further.

**106. OTHER MATTERS AFFECTING STAFF**

No current issues reported.

**107. DATE AND TIME OF NEXT MEETING**

**RESOLVED** as above, to meet again on 21 November 2018 at 5.30pm and 10 December 2018 at 1.30pm.

The meeting ended at 6.40pm.

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

*NB these minutes are a summary of the proceedings and record of the decisions taken. They are not intended to be a verbatim record.*

*Minutes produced by Richard Gwinnell, Clerk*