

**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY  
AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 10 DECEMBER 2018 at  
1.30pm in the Chair and Member's Room, Mitre Street, Abertillery**

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

**Officers:** Richard Gwinnell, Town Clerk

**Others:** None

**Absent:**      Councillor Steve Bard

**146.      APOLOGIES FOR ABSENCE**

None.

**147.      DECLARATIONS OF INTEREST**

No members declared any personal or pecuniary interests.

The Clerk stated that he may have a pecuniary interest in agenda item 6 (annual review of staffing and pay structure) if the Committee planned to discuss anything which may impact on his future pay or other terms of service. If so, he would leave the meeting at the appropriate time, while members discussed the issue.

**148.      MINUTES – HUMAN RESOURCES COMMITTEE – 7 AND 21 NOVEMBER 2018**

**The Committee RESOLVED** (unanimously) that the minutes of the Human Resources Committee meetings held on 7 November and 21 November 2018 be confirmed as a correct record, for signature by the Chair.

**149.      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.

**150.      STAFF APPRAISALS**

The Committee was informed of the recent staff appraisals. The performance of the Clerk and the Deputy Clerk was satisfactory. The Committee was also informed of the targets agreed with staff for the year ahead.

**The Committee RESOLVED:**

- (1) that it agrees that staff performance has been satisfactory in the period under review
- (2) that it notes that increments will be paid automatically, in line with staff contracts, from 1 April 2019, and that this will be built into the budget for 2019/20.

## 151. ANNUAL REVIEW OF STAFFING AND PAY STRUCTURE

The Chair stated that the report of the committee had already been written for Council on 12 December. The Committee was not discussing staff pay or terms and conditions today. The Clerk pointed out that he did not therefore have a pecuniary interest to declare.

The Chair referred to the need to review the staff job descriptions, as they were based on old model job descriptions, they were not written in plain English and they were about "internal administration" only in the main. Discussion ensued on whether staff needed to be formally qualified, given that they were already performing their roles, and the costs if staff gained qualifications and then left the Council for a job elsewhere.

The Clerk stated that the job descriptions and job evaluation would need to be revisited over a longer period of time, as staff roles were changing, with community engagement, wellbeing, projects and other new priorities locally and nationally and the potential implications of asset and service transfers and the Welsh Government review of town and community council roles.

The Chair referred to the importance of all members being clear, what councillors should do themselves and what officers should be asked (or not asked) to do.

Discussion also ensued on the excess hours worked by staff due to the high demands of the Council and members and the need for the Council to take on board that the staff were employed part time and also had other demands on their time.

**The Committee RESOLVED** to meet again in the new year to consider the staff job descriptions further.

## 152. OTHER MATTERS AFFECTING STAFF

No current issues reported.

## 153. DATE AND TIME OF NEXT MEETING

**RESOLVED** to meet again on Monday 4 February 2019 at 1.00pm.

The meeting ended at 2.30pm.

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, using decisions provided by Councillor Julie Holt, Chair of the HR Committee*