

**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF
ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (A&LCC) HELD ON 29
NOVEMBER 2017 at 6.00pm in the former Gwent Police room, Mitre Street,
Abertillery**

Present:

Councillors Steve Bard, Ivor Beynon, Julie Holt and Graham White

Officers Richard Gwinnell, Clerk and Steve Edwards, Deputy Clerk

HR1. ELECTION OF CHAIR

RESOLVED that Councillor Steve Bard be elected as Chair of the Committee.

HR2. ELECTION OF VICE-CHAIR

RESOLVED that Councillor Julie Holt be elected as Vice-Chair of the Committee.

HR3. APOLOGIES FOR ABSENCE

None.

HR4. DECLARATIONS OF INTEREST

No members declared any personal or pecuniary interests.

HR5. TERMS OF REFERENCE

The Committee **NOTED** its terms of reference, which had been agreed by the Council on 7 June 2017 and were listed on the agenda.

HR6. MEMBERSHIP

The Committee **NOTED** its membership, which had been agreed by the Council on 7 June 2017 and was listed on the agenda.

HR7. EXCLUSION OF THE PRESS AND PUBLIC

The Committee **RESOLVED** to exclude the press and public from the meeting for the next item 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.

HR8. STAFFING MATTERS

The Committee discussed a list of issues circulated at the meeting by Councillor Holt:

1. staff lone working issues and arrangements

2. how to deal with persistent and vexatious correspondence
3. staff hours and overtime
4. carry-forward of untaken staff annual leave days from one year to the next
5. the dates of the Christmas shutdown
6. the need for and timing of staff appraisals
7. the need for and timing of the annual review of staffing levels
8. the handling of requests for personal data.

The Committee **RESOLVED:**

1. that the current lone working notification arrangements are adequate
2. that a further report be submitted in the new year on risks relating to health and safety, lone working and other relevant issues
3. to note the existing Council policy on dealing with persistent and vexatious complainants/correspondence and consider any issues on a case by case basis
4. to note the position with staff hours and overtime hours and the use of time off in lieu to keep excess hours in check
5. to note that staff may request the HR Committee to consider overtime hours, and whether to recommend that the Council considers payment, if excess hours continue to be built up and cannot be managed within a reasonable timescale
6. that the carry-forward by staff of up to 5 days untaken annual leave per year, into the following year, be authorised and that no prior approval to up to 5 days carry-forward need be sought in future
7. that no carry-forward of any untaken leave in excess of 5 days be permitted without prior authorisation from the HR Committee
8. that the Christmas 2017 shutdown dates be confirmed as Friday 22 December to Tuesday 2 January
9. that the Clerk carries out the annual appraisal of the Deputy Clerk
10. that the Chairman of the Council (who should be the same person as the Chairman of the HR Committee) carries out the annual appraisal of the Clerk
11. that the committee meets again in Spring 2018 to consider the appraisal process
12. that a review of staffing levels be undertaken in October/November 2018, before the budget is set for the following year
13. that in light of the increased restrictions being introduced under the General Data Protection Regulations, the Council err on the side of caution (i.e. privacy for the data subject) with regard to the release of any personal data
14. that any papers considered or discussions held relating to confidential matters, after the public has been excluded (such as those matters discussed today) must not be revealed outside the room in which they were discussed.

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