

**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 21 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

**120.    APOLOGIES FOR ABSENCE**

None.

**121.    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 4 (annual review of staffing and pay structure) and would leave the meeting at the appropriate time, while members discussed the issue.

**122.    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.

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

The Clerk reminded members of the information circulated to them previously, including the staff job descriptions, for the committee to review, and updated “what needs doing” and monthly hours worked lists.

The Chair commented that the committee should look at other town and community councils to see if they had staff job descriptions which might be more modern and help the committee review the existing staff job descriptions in due course. She also asked that informal six-month progress reviews be put in place in future, to make sure priorities were kept alive during the year and progress was on track.

The Clerk reminded members 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 Clerk and the Deputy Clerk left the meeting at 5.38pm, while Committee members deliberated.

The Committee **RESOLVED** that:

- 1) in order for staff and Council to manage time and workload, all TOIL (time off in lieu of overtime) should be taken within 2 weeks of it being accrued (4 weeks with

agreement from the Chair in special circumstances e.g. when workload or planned events dictate that taking TOIL would affect planning or upcoming events)

2) for all events or planned activities, staff costs must be factored in/budgeted for in advance

3) Council should consider cost effective use of Officer(s) time, for dealing with future planned increased ALCC activities and projects. How will it be managed. Examples for consideration a) overtime payments b) employ an hourly paid admin assistant for busy times c) employ an admin assistant for 12 hours per week d) offer a work placement for a college student/Uni Graduate, however this would need to be managed and may mean more work for Clerks

4) the Committee review and replace the current appraisal form with a more appropriate form to include a 6 monthly review section and SMART targets

5) at the earliest opportunity, the Committee review the Clerk and Deputy's job description to reflect changes to the day to day role. Current JD is now outdated.

The Clerk and the Deputy Clerk were invited back into the meeting at 6.36pm.

The Chair outlined the conclusions of the Committee to the staff.

The Clerk reminded members of the need for the Council to set a budget in January and that it would be important for any extra staff costs to be included in the budget for the year ahead. He emphasised that the Council would not be able to deliver on its priorities if it did not have sufficient staffing in place.

The Chair stated that she would write a report for Council to consider as part of the budget setting process.

**124. OTHER MATTERS AFFECTING STAFF**

No current issues reported.

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

**RESOLVED** to meet again on 10 December 2018 at 1.30pm.

The meeting ended at 6.55pm.

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*