

**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF
ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 24
OCTOBER 2018 at 5.30pm in the Council Chamber, Mitre Street, Abertillery**

Present: Councillors: Steve Bard, Gill Clark, Julie Holt and Rob Phillips

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

Others: None

76. ELECTION OF CHAIR OF THE COMMITTEE

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

77. ELECTION OF VICE-CHAIR OF THE COMMITTEE

RESOLVED that Councillor Gill Clark be elected Vice-Chair of the Committee.

78. APOLOGIES FOR ABSENCE

None.

79. DECLARATIONS OF INTEREST

No members declared any personal or pecuniary interests.

80. TERMS OF REFERENCE OF THE COMMITTEE

RESOLVED:

(1) To note the terms of reference

(2) To suggest that the terms of reference be amended in future insofar as "Chairman" should be replaced with "Chair" and "Investors in People" should be removed.

81. 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.

82. POLICY FOR DEALING WITH UNREASONABLY PERSISTENT CUSTOMERS AND COMPLAINANTS AND UNREASONABLE COMPLAINANT BEHAVIOUR

The Clerk reminded members of the policy adopted by the Council in July 2017 and circulated copies for members to refer to. He referred to the extensive number of emails received from and sent to a regular correspondent over several years and the decision of the committee held on 28 March 2018, as well as the decision of the Complaints Committee held on 11 June 2018. He circulated copies of letters sent to the person on 4 April, 6 April and 12 June 2018 and reminded the committee that,

in line with the policy, the committee needed to review the 28 March decision, as six months had elapsed since then.

Following suggestions and comments from members the Committee **RESOLVED that:**

- correspondence with the person concerned be restricted for a further six months, in line with the policy
- the restrictions decided on 28 March 2018 and described in the letter dated 4 April 2018 be continued
- those restrictions continue to apply in relation to the matters listed in the letter dated 4 April 2018 and also in relation to any statements of accounts of ALCC which were currently under the scrutiny of the external auditors (i.e. all from 2014/15 onwards, including the 2017/18 accounts)
- the Clerk write to the person concerned in line with part 4.2 of the policy to inform him of these decisions.

83. MEMBER / OFFICER PROTOCOL

The Clerk reminded members of the protocol adopted by the Council on 26 July 2017 and circulated copies. He also circulated copies of the working alone policy statement and guidelines adopted by the Council in September 2017, the office risk assessment carried out and agreed by the HR Committee in March 2018 and the local resolution protocol adopted by the Council in September 2017. The Clerk and the Deputy Clerk described an incident which took place in the office on 6 September 2018 and displayed a video taken during the incident.

Comments were made by members that:

- the members concerned appeared to be in breach of the member/officer protocol during their actions at several recent Council meetings
- the members concerned appeared to be in breach of the protocol during their visit to the office on 6 September 2018, as evidenced by the reports from staff and the video displayed at this meeting
- there may be a need for CCTV to be installed in the office
- if staff made a formal complaint, the HR Committee may decide to refer the matter to the full Council, to agree a course of action by the Council.

The Clerk reminded members:

- that complaints of breaches of the Member Code of Conduct could only be investigated by the Public Services Ombudsman (PSO) for Wales
- of the powers of the PSO for Wales and who could complain to the PSO
- of the Council's duty of care to protect staff from bullying and harassment.

Members suggested and the Committee:

RESOLVED:

- (1) that all members in future be required to have an appointment, agreed between staff and the member concerned, before coming to the office
- (2) that appointments be offered to members between the hours of 9am to 1pm,

- unless staff are working alone in the office
- (3) that if members do not have an agreed appointment, they may be refused access
- (4) that all members be informed of these decisions as soon as possible.

84. ANNUAL STAFF APPRAISAL

The Clerk circulated the appraisal pro forma and reminded members of the process adopted early in 2018.

The Committee **RESOLVED** to follow the same process adopted previously i.e.:

- (a) that the Chair carries out the Clerk's appraisal
- (b) that the Clerk carries out the Deputy Clerk's appraisal
- (c) that the Chair and Clerk report the key outcomes of the appraisals back to the committee
- (d) that the committee confirms whether staff performance has been satisfactory, following the appraisals
- (e) that the committee reports to Council on staff increments in due course.

85. ANNUAL REVIEW OF STAFFING AND PAY STRUCTURE

The Clerk circulated the pay award notice agreed nationally and published on 11 April 2018, which had been submitted to the Council on 25 April 2018. He also informed members of the hours worked by staff since December 2016, provided a draft "what needs doing" list as at 11 October 2018 and provided information on English and Welsh parish and community council precepts.

In view of the time and the need for members to take more time to consider the information given at the meeting, the Clerk suggested and the Committee:

RESOLVED to meet again on 7 November 2018 at 5.30pm to consider this matter and any other relevant matters further.

The meeting ended at 6.35pm.

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