

**MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY AND  
LLANHILLETH COMMUNITY COUNCIL HELD ON 24 April 2024 at 10:00 am at the  
Council Offices, Mitre Street, Abertillery.**

**PRESENT**

**Councillors:** Tracey Dyson (Chair), Rob Phillips, Josh Rawcliffe (Vice Chair), Nick Simmons

**Apologies:**

**Officers:** Steve Edwards (Clerk). After Agenda Item 5 - Erika Davies (Deputy Clerk) and Molly Jones (Deputy Clerk)

**Absent:** Glyn Smith

**1. Apologies for Absence**

**2. DECLARATIONS OF INTEREST OR DISPENSATIONS**

None.

**3. Minutes 27 April 2022 and 23 August 2023**

The Committee **RESOLVED** that the minutes were a true and correct record.

**4. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

- The Committee **RESOLVED** that, by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**5. Deputy Clerks Probation**

The Clerk presented the two probation reports. The Committee were very happy with the progress made by the two Deputy Clerk, and accepted the Clerks recommendations.

The Committee **RESOLVED** to confirm permanent appointments for both Erika Davies and Molly Jones. The Clerk will send out formal letters confirming the appointments.

**6. Staff Appraisal Process.**

The Committee **RESOLVED** the following

- The Clerks appraisal would be carried out by the Chair and Vice Chair of the Committee and then agreed by the Committee.
- The Clerks appraisal would be lined up with the Council year (May to April) so it falls in line with the elections of Chairs of Council.
- The Chair and Vice Chair will conduct an appraisal of the Clerk before the end of May 2024.
- The Deputy Clerks appraisals will be carried out on a yearly basis from their first appointment by the Clerk, the appraisal will then be agreed by the HR Committee.
- The form of the appraisal will be based on previous appraisal forms used within

the Council. The Clerk to provide draft to the Chair and vice Chair.

**7. Councillor/Staff Relations.**

The Clerk highlighted a number of issues that he had been having with a Councillor over the past few months (See Confidential Annex HR 24/1). The Committee **RESOLVED** to instruct the Clerk to make a formal complaint to the Public Service Ombudsman.

**8. Health and Safety Report**

The Clerk presented the report. The Committee **RESOLVED** the following

- That the Personal Evacuation Plan for Ben Owen-Jones be completed as soon as possible.
- A Compulsory Eye Testing process for staff be put together to be agreed by a future HR Committee.
- The HR Committee decision of 24 October 2018, that Councillors need to make appointments before visiting the office be rescinded, and that officers will give members warning by email if the office will be closed to members if officers are busy.
- There will be a Health and Safety Review conducted by the HR Committee each year.

**9. Disciplinary and Grievance Policy.**

The Committee **RESOLVED** to agree the draft policy

**10. Clerks Leave 2024**

The Committee **RESOLVED** to agree to the Clerks leave request. 10-17 May, 1-5 August, 19-27 September and 23-31 December.

**11. CILCA**

The Committee **RESOLVED** that the two Deputy Clerks will take on CILCA training towards qualification once they had been in post for 12 months. If a qualified officer leaves within 3 years of obtaining the CILCA qualification they will refund the Council the cost of the training.

**12. Ergonomics Assessments.**

An assessment took place in March which resulted in all the staff having new chairs as previous chairs could not comply with workplace regulations.

The meeting ended at 10:40 am

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

*Minutes produced by Steve Edwards, Clerk.*

DRAFT