

**MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY AND
LLANHILLETH COMMUNITY COUNCIL HELD ON 14 August 2026 at 10:00 am at the
Council Offices, Mitre Street, Abertillery.**

PRESENT

Councillors: Lucy Harmer (Chair), Josh Rawcliffe (Vice Chair), Tracey Dyson, Rob Phillips and Nick Simmons.

Apologies:

Officers: Steve Edwards (Clerk), Erika Davies (Deputy Clerk) for item 5 only.

1. Apologies for Absence

None

2. Declarations of Interest or Dispensations

Steve Edwards for item 5 "Update and result of Disciplinary process"

Erika Davies for item 6 "Recruitment process for Clerk"

3. Minutes HR Committee 25 March 2026 and HR Sub-Committee 12 May 2026

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

4. Resolution to Exclude the Press and Public

The Committee **RESOLVED** that, by virtue of The Public Bodies (Admissions 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.

Steve Edwards left the meeting at 10:02

Erika Davies joined the meeting at 10:02

5. Update and result of Disciplinary process

Deputy Clerk, Erika Davies, updated the Committee on the disciplinary hearing that was held on 12 May. The Committee was reminded that the information provided is confidential and should not be shared with anyone outside of the meeting.

Erika Davies left the meeting at 10:06

Steve Edwards joined the meeting at 10:06

6. Recruitment process for Clerk

The Clerk ran through the draft job advert. The Committee **RESOLVED** that should be two amendments made:-

2nd paragraph "post will not be able" should read "post will not be available"

Initial:

Date:

The email address at the end of the advert should be clerk.alcc@gmail.com not clerk@abertiilleryandllanhilleth-wcc.gov.uk.

The job advert will be published by Monday 17 August 2026, on our Website, One voice Wales and Indeed, it will also be copied into all Members. All 5 members of the HR Committee will take part in the shortlisting exercise and the interviews.

The timetable is set out below

- 17 August – Job advert published
- 7 Sept – Closing date for applications
- 7 Sept to 14 Sept, shortlisting exercise by email, to be managed by the Clerk
- 2 Oct – Interviews

If an internal candidate is appointed than a further Deputy Clerk recruitment will take place, details to be worked out if required.

The HR Committee confirmed that the current staffing situation of 90 hours split evenly across three posts should remain in place, and no changes made to current staffing levels.

7. Date of Next Meeting

TBC

The meeting ended at 10:22 am

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

Minutes produced by Steve Edwards, Clerk, except item 5 produced by Erika Davies, Deputy Clerk.

Initial:

Date: