

NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs T Hughes - Town Clerk/RFO

Council Offices, Blaina Institute, High Street, Blaina NP13 3BN
Swyddfa'r Cyngor, Y Stryd Fawr, Blaenau NP13 3BN Tel: 01495 292817
e-mail: clerk@nantygloandblainatc.co.uk

**Minutes of the Personnel Committee Meeting held via a remote meeting at 2.00pm on
Monday 22nd March 2021.**

**A meeting to which members of the public were NOT entitled to attend
(Public Bodies Admission to Meetings Act 1960)**

Present: Councillor K Jones JP, Town Mayor, presiding
Councillors G Morvan & D Hillman.

In attendance: Mrs T Hughes, Town Clerk / RFO

Resolved to agree the confidentiality of the meeting due to the personal nature of the item discussed.

Declaration of Interest:

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Members were reminded that all declarations of interest must be recorded in the book provided. Mrs T Hughes declared a personal interest in item 2. **Resolved** to note the declaration of interest received and **Further Resolved** that Mrs T Hughes to remain in the meeting to provide the information required but to leave the meeting for a discussion to take place.

1. Apologies for absence:

Members were invited to consider the apologies for absence received and to formally resolve to accept. **Resolved** to note that no apologies were received.

Members were also informed that as there has been no nominations received from the Labour Group in respect of the Leader of the Minority Group, Councillor D Hillman was in attendance as Deputy Mayor. **Resolved** to note the information received.

2. Annual Leave:

Members were invited to consider that due to the unprecedented situation in respect of the Covid 19 pandemic, Officers were authorised to carry over their unused annual leave entitlement into the next annual leave year (which runs April – March).

Members were also informed that the national agreement (which the Town Council had adopted) stated that the usual number of annual leave days that could be carried over to the next annual leave year was five.

Copies of advice in respect of annual leave, received from One Voice Wales together with guidance from ACAS was provided for Members' information.

The Town Clerk / RFO informed that as of 22nd March 2021, the Assistant Officer had a total of seven annual leave days outstanding whilst the Town Clerk had a total of 12 days annual leave outstanding. The request was that the Assistant Officer carry over an additional 2 days leave into the next annual leave year and the Town Clerk carry over an additional 7 days into the next annual leave year as outlined below:

Officer	Annual Leave remaining for 2020/21 as at 22/03/2021	Annual leave automatically permitted to carry over into 2021/22	Additional annual leave requested to carry over to 2021/22 (as at 22/03/2021)	Total days annual leave from 2020/21 to be carried over to 2021/22 (as at 22/03/2021)
Town Clerk	12 days	5 days	7 days	12 days
Assistant Officer	7 days	5 days	2 days	42 days 9 7 days

The Town Clerk informed that due circumstances such as the Covid 19 pandemic and sickness, it had been difficult to ensure that all annual leave could be taken and ensure that business hours were staffed.

The Town Clerk also informed that there was no duplication of Officers' annual leave booked to date and that the request to carry over the additional annual leave was for one year (2021/22) only.

The Town Clerk left the meeting at this juncture whilst a discussion ensued.

The Town Clerk re-joined the meeting.

The Town Mayor informed that the request in respect of carrying over annual leave had been granted as requested and that any further such requests would need to be accompanied by additional information prior to the meeting i.e. number of annual leave days taken, days to be carried over and information in respect of sickness.

Resolved that the outstanding annual leave days for 2021/22 in respect of both the Town Clerk and Assistant Officer be carried over to 2021/22 only. **Further Resolved** that any future requests be accompanied by additional information for consideration.

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