

MAGOR WITH UNDY COMMUNITY COUNCIL

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Dear Councillor

You are hereby summoned to attend remotely a Human Resources committee meeting of Magor with Undy Community Council to be held via Zoom <https://zoom.us/j/96887253884> on Monday 1st March 2021 at 7.00pm for the purpose of transacting the following business:

Councillors are reminded that they attend this meeting under the provisions of the Community Council's Code of Conduct.



Beverly Cawley
Clerk to the Council

24th February 2021

AGENDA

1 Chair's Announcements

- 1.1 To receive and accept apologies for absence from Councillors

2 Declarations of interest in items on the agenda – Forms to be completed

- 3 To Resolve - Exclusion of Press and Public - by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are 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**

4 Ellis Whittam: Specialists in Employment Law, Human Resources and Health & Safety Compliance

- 4.1 To consider employing/commissioning 'Ellis Whittam' to assist in Employment Law, Human Resources and Health & Safety compliance (deferred from 7/12/20)
- a. To note and/or consider possible alternative suppliers
 - b. To note that a £3000 budget has been set aside in the 2021-2022 budget to employ the services of a company specialising in HR, Employment Law and H&S compliance.
 - c. To agree any actions in respect of employing the services a company specialising in HR, Employment Law and H&S compliance.

5 Employment Law and Human Resources

- 5.1 To consider the need to draw up a Recruitment & Retention policy (*deferred from 24/02/20 & 7/12/20*)

5.2 To consider the issue of a Staff Handbook to all staff (*deferred from 24/02/20 & 7/12/20*)

6 Support Staff

6.1 To review Support Staff, their terms and conditions of employment.

6.2 To agree any actions required in respect of Support Staff.

7 Additional Support Staff

7.1 To consider draft business case for the creation of a new position, and advert, for Ad Hoc Village Warden Litter Picker as previously discussed, for presentation to Full Council (*deferred from 24/02/20 & 7/12/20*)

a. Consider actual needs

b. Draw up, or amend existing draft business case to suit requirements

c. Agree any actions required in respect of additional support staff

8 Job Evaluation for Admin Assistant

8.1 To re-evaluate the grade for the Admin Assistant based on the current role and responsibilities and in line with her current contract and job description (*deferred from 24/2/20 & 07/12/20*)

8.2 To note written feedback from the Clerk in respect of this deferred item.

8.3 To consider any actions required in respect of the Admin Assistant grading, role and/or responsibilities.

To: Cllrs S Raggett (Chair), S Bailey, M Bisi, C Hopkins, D James, F Taylor, J Wilson