

MAGOR WITH UNDY COMMUNITY COUNCIL

Tel: 01633 882 842 e-mail admin@magorundy.org.uk web: www.magorundy.org.uk

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/94539413427> on Wednesday 19th May 2021 at 11.00am 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

13th May 2021

AGENDA

1 Chair's Announcements

- 1.1 To receive and accept apologies for absence from Councillors
- 1.2 To note that outstanding HR business that is currently 'on-going' will be dealt with at another meeting, to be scheduled by Full Council.

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

- ### **3 To Note, that if deemed necessary this Committee will Resolve to Exclude the Press and Public:-** *by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public may be 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 Office Staff

4.1 Clerk to the Council:

- 4.1.a To note current situation with regards to working from home during Covid-19
- 4.1.b To receive an update in respect of an on-going health issue.

4.2 Admin Assistant:

- 4.2.a To note that the Admin Assistant left the employ of the Council on 16th April 2021
- 4.2.b To consider the need of employing/appointing a replacement
- 4.2.c To consider any assistance that can be given to the office in any interim period

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