

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 on Wednesday 6th April 2022 at 14.00pm via Zoom <https://us06web.zoom.us/j/82621135970> 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.

<http://www.magorundy.org.uk/UserFiles/Files/MUCC%20Code%20of%20Conduct%20Mar%202021.pdf>

Members of the Public are reminded that when they join a remote meeting, they do so in line with the Council's Virtual Public Meetings Protocol

<http://www.magorundy.org.uk/UserFiles/Files/Virtual%20Public%20Meetings%20Protocol%20Aug%202021.pdf>



Beverly Cawley
Clerk to the Council

1st April 2022

AGENDA

1 Chair's Announcements

1.1 To receive and accept apologies for absence from Councillors

2 Declarations of Interest

2.1 To note any 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 some of 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 Closure of outstanding issues

4.1 To note that a formal complaint against the Clerk, by a Councillor, is still outstanding from 25/11/21. To understand the issues behind the delay, and agree any actions, and/or close off the complaint.

- 4.2 To note that the review of the Clerk's Occupational Health Assessment by this Committee is still outstanding. To understand the issues behind the delay, and agree any actions, and/or close off the issue.

5 Employment Contracts

- 5.1 To note and consider a proposed draft employment contract in respect of the Council's Litter pickers, to bring them from a casual contract on ad hoc hours onto a permanent contract, and agree any actions.
- 5.2 To note that the contract for Clerk to the Council and RFO is in line with the National Agreement on Salaries and Conditions of Service as agreed by the National Association of Local Councils, and the Society of Local Council Clerks, and does not need amendment.

6 Employee Handbook

- 6.1 To note and adopt the proposed Employee Handbook drawn up in collaboration with Ellis Whittam

7 Recruitment of, and Handover to new Clerk & RFO

- 7.1 To note that the closing date for applications is midnight on 8th April 2022
- 7.2 To note that the interview panel (for sifting applications and interviewing) is: Cllr S Raggett (Chair of Panel), Cllr F Taylor, Cllr D James and Cllr M Bisi.
- 7.3 To note that the date for sifting/shortlisting applications is scheduled for 11th April 2022 at 1pm, when Paul Egan will also supply the panel with a draft set of questions and model answers/written exercises for the panel to consider.
- 7.4 To note the face to face interviews are scheduled for 21st April, 2022 commencing with a pre-meeting for panel members at 10am. The Undy Memorial Hall has been booked for the interviews.
- 7.5 To note receipt of a letter from the current Clerk and RFO, confirming the change to her last day of employment under contract (as accepted by Full Council 28/3/22 Min No.311.4), and an offer to work on an ad hoc basis to handover to the new Clerk if one is not in place by the 31st May 2022, and to keep the Council's finance ticking over until such time that the new Clerk is in place, and agree any actions.
- 7.6 To consider what options are available to Full Council if a suitable candidate is not found/forthcoming, and if a clerk cannot be appointed before 31st May 2022, and agree any actions.

8 Business Contingency

- 8.1 To note that the Chair and Vice Chair of the Council, together with the Chair of HR have worked with the Clerk to put in place several procedures as part of a contingency plan.
- 8.2 To consider what other procedures this HR Committee and Council needs to put in place in respect of Business Contingency for the future, and agree any actions.
- 8.3 To note an email from a resident regarding the lack of a contingency plan.

9 Committee Terms of Reference

- 9.1 To note the current Terms of Reference for the Human Resources Committee and consider whether any changes are required for the future, and agree any actions.

10 Actions Still Outstanding for Human Resources Committee

- 10.1 To note actions still outstanding from previous meetings.
- 10.1.a In respect of the resignation of the Administration Assistant, an action from OM 14/06/21 Min 28.2.b.iv that: *That a decision on the need to employ or appoint a replacement be deferred until the outcome of the Occupational Health Report on the Clerk, when members would be in a better position to know what role/jobs a new employee would need to undertake to support the clerk in any restricted role going forward.*
- 10.1.b An action from EXOM 24/01/22 Min No 241.4, *That the Human Resources Committee look at developing a robust system of 'performance management' for senior staff.*

To: Cllrs S Raggett (Chair), S Bailey, M Bisi, C Hopkins, D James, F Taylor, J Wilson
Cllrs J Crook (ex-officio) and P Kirkham (ex-officio)