

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/98641099905> on Monday 7th June 2021 at 3.30pm 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

2nd June 2021

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 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 Occupational Health Referral & Risk Assessments

- 4.1 To receive update on Occupational Health Referral
- 4.2 To consider Coronavirus Risk Assessment for Town & Community Councils template and complete a draft assessment.
- 4.3 To consider draft/template Re-occupation Checklist
- 4.4 To note completed Welsh Government 'All Wales Covid-19 Workforce Risk Assessment tool (*confidential*)

5 Health & Safety and Human Resources Training and Skills

- 5.1 To note that Ellis Whittam offer basic on-line Health & Safety compliance and Employment Law/HR skills (free of charge for first year of contract) <https://elliswhittam.com/wp-content/uploads/2019/03/e-Learning-Brochure%202019.pdf>

5.2 To note that One Voice Wales offer basic Human Resources and Health & Safety Training at a cost of £45 per on-line session: The Council as an Employer, Health & Safety, Equality & Diversity, Managing your staff, Mediation and Conciliation.

5.3 To note that ACAS offer free HR related on-line learning <https://elearning.acas.org.uk/>

5.4 To note that High Speed Training offer on-line Health & Safety Training at a cost: <https://www.highspeedtraining.co.uk/health-safety>

6 Additional Support Staff

6.1 To note list of Council's contracted roles the Council has in place for maintenance (as requested March 2021)

6.2 To note draft business case (as requested March 2021)

6.3 To undertake a SWOT (*Strengths, Weaknesses, Opportunities and Threats*) Analysis for inclusion in the business case.

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

7.1 To note that Ellis Whittam have been appointed (OM 26/4/21 Min. 116.3.b), an initial zoom meeting has taken place and a draft H&S policy is currently underway, with a site visit booked for early July 2021.

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