

# MAGOR WITH UNDY COMMUNITY COUNCIL

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Minutes of Human Resources Committee meeting of Magor with Undy Community Council held remotely via Zoom on Monday 1<sup>st</sup> March 2021 at 7.00pm

**COUNCILLORS:** Cllr S Bailey, Cllr M Bisi, Cllr C Hopkins (19.05pm), Cllr D James, Cllr S Raggett (Chair), Cllr F Taylor, Cllr J Wilson

**IN ATTENDANCE:** Beverly Cawley – Clerk,

## **APOLOGIES:**

Mins  
2020-2021

### **9 Chair's Announcements**

#### **9.1 To receive and accept apologies for absence from Councillors**

None

### **10 Declarations of interest in items on the agenda – Forms to be completed**

None

### **11 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**

***Resolved:*** *To exclude the Press & 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*

### **12 Ellis Whittam: Specialists in Employment Law, Human Resources and Health & Safety Compliance**

#### **12.1 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**

Members noted information on three companies who provide specialist HR advice, two of which also provide H&S advice. Cllr Taylor sought clarification as to what the Clerk/Proper Officer is actually responsible for.

***Resolved:*** *That members be crystal clear as to the role and responsibility of the Clerk/Proper Officer in respect of Human Resources and Health & Safety, and that Council agree what actions both the Clerk/Proper Officer and selected Councillors will take to upskill themselves in respect of Human Resources and Health and Safety, in order to ask the right questions to make correct use of any commissioned service provider going forward.*

##### **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.** Noted.

- c. **To agree any actions in respect of employing the services of a company specialising in HR, Employment Law and H&S compliance.**

Members agreed to revisit this item upon completion of the rest of the agenda.

### **13 Employment Law and Human Resources**

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

Members were reminded that this was a proposed recommendation by the Wales Audit Office in their draft report dated March 2020.

**Resolved:** *That the Clerk draw up a Recruitment and Retention policy for presentation to Council*

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

Members were advised that the Model Contracts issued to Administrative staff state that a Staff Handbook will be issued.

**Resolved:** *That Council need to understand what is needed as a minimum inclusion before the office do any work on a handbook.*

### **14 Support Staff**

- 14.1 **To review Support Staff, their terms and conditions of employment**

Members noted information provided by the Clerk in respect of the support staff contracts, holiday pay and pensions.

The Clerk clarified the position on pension entitlement, and highlighted actions taken to seek information in respect of holiday pay via Chepstow Accountancy (as requested) and HMRC. Cllr Taylor requested proof of when the Clerk sought advice from Chepstow Accountancy, what advice was sought, and how rigorously the clerk had chased the company for a response.

- 14.2 **To agree any actions required in respect of Support Staff.**

Members discussed what actions needed to be made. There was a proposal followed by an amendment. Members took a vote.

**Resolved:** *That Council seek immediate advice in respect of the support workers, and that they are referred to as people in the employment of the Council.*

### **15 Additional Support Staff**

- 15.1 **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**

Members considered a list of potential jobs that could be undertaken.

*Standing Order 3.w was invoked at the discretion of the Chair to allow the meeting to continue past 9pm*

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

Members noted that the current budget allowed for a 10-hour contract.

**Resolved:** *That the clerk draw up a draft business case.*

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

**Resolved:** *That a list of contracted roles the Council has in place for maintenance is provided to enable members to consider what jobs the new member of staff could do to complement the contractors, so that the required hours can be agreed.*

**16 Job Evaluation for Admin Assistant**

- 16.1 **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*)**

The Clerk and Chair referred to the clerks written feedback, and the purpose of the review.

- 16.2 **To note written feedback from the Clerk in respect of this deferred item.**

Noted.

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

A Member commented as to why Council were even considering this agenda item, and suggested that council do not look at the contract again.

***Resolved:*** *That the recompense/grade currently paid to the Admin Assistant is commensurate with the role, that Council are paying at the correct rate for the job, and that we do not discuss this agenda item further.*

**17 Members revisited agenda item 4.1.c:-**

**To agree any actions in respect of employing the services of a company specialising in HR, Employment Law and H&S compliance.**

A Member commented that it was proven and evident from discussions throughout the meeting that no one had the experience or expertise in Human Resources, and that professional services were required. A proposal was made, followed by an amendment. A vote was taken.

***Resolved:*** *That a recommendation be made to Full Council that as Council do not have the knowledge and/or experience in the short term, that Council seek specialist advice in order to get everything put right and in order, and that Council use Ellis Whittam to achieve that goal, asking Ellis Whittam to recommend what training Councillors and Officers need to undertake going forward.*

**MEETING CLOSED AT: 21.53pm**