

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 Wednesday 19th May 2021 at 11.00am

COUNCILLORS: Cllr S Bailey, Cllr M Bisi, Cllr C Hopkins, Cllr D James,
Cllr S Raggett (Chair), Cllr F Taylor (left approx. 11.30am), Cllr J Crook

IN ATTENDANCE: Beverly Cawley – Clerk,

APOLOGIES: Cllr J Wilson

Mins
2021-2022

1 Chair's Announcements

1.1 To receive and accept apologies for absence from Councillors

As noted above.

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.

Noted

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

None

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*

Noted

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

Resolved: *To record the meeting to assist the clerk with taking minutes. The recording to be destroyed once minutes have been typed up.*

Members noted recommendation regarding working from home now that Wales had moved in to Level 2 Restrictions. Welsh Government states: *"We are still encouraging people to work from home where possible. However, people who are not able to work from home, but are able to work safely in their workplaces, can do so, provided their workplace is permitted to open. Our guidance to employers is that employees should not be required or placed under pressure to return to a workplace setting if there is not a clearly demonstrated business need for them to do so. Employers who are considering requiring their staff to return to workplace settings should first assess whether alternative arrangements could meet the majority of the employer's needs. This should be discussed with staff or representatives of staff."* (Guidance on

how you can keep safe and what rules are in place to protect people at alert level 2. Updated 14/5/21)

Cllr Taylor stated that staff may work from home if they can fulfil the requirements of their role. She did not believe that role had been fulfilled and that working from home had not been reviewed by Council.

Cllr Crook advised that following discussions with himself and Cllr Cook, the Clerk was aiming to return to work in the office with effect from 1st June 2020. However, Council needed to complete a Risk Assessment to cover 'Return to the Workplace following Covid-19'. Cllr Taylor stated the need for Councillors to be trained up in HR issues, including Risk Assessment and Health & Safety aspects by outside bodies other than One Voice Wales Courses.

Resolved: *To recommend to Full Council that Ellis Whittam be asked to conduct a 'Covid-19 Return to workplace' risk assessment as part of their remit in the Contract currently being set up with them.*

Resolved: *That in the meanwhile Cllrs Raggett, Cook and Bisi look at what is required to complete a 'Return to the Workplace following Covid-19' risk assessment*

Resolved: *To recommend to Full Council that it seek relevant HR, Risk Assessment and Health & Safety training from an outside body such as ACAS.*

4.1.b **To receive an update in respect of an on-going health issue.**

Members noted that information divulged in the update may be strictly personal and confidential.

Resolved: *That by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from discussions on this 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.*

Recording of the meeting temporarily suspended.

Cllr Taylor asked that the Clerk leave the meeting following her update, so that members could discuss in detail her comments.

The clerk advised members of an on-going health issue diagnosed in 2012 and brought to Council's attention in an occupational health report in 2018.

The clerk left the meeting during discussions, then returned to the meeting when members précised their discussion.

Resolved: *To refer the Clerk for an up-to-date Occupational Health Assessment with St Joseph's Hospital Newport. (to be financed from General Reserves as no specific budget is available.)*

Members discussed the Terms of Reference of the HR Committee, in that resolutions should be recommended to Full Council. Members noted that as this affected the well-being of a member of staff and could potentially put the delivery of Council services at risk, action should not be delayed. Members noted Financial Regulations 4.5

Resolved: *That the Chair of HR, Cllr S Raggett would initiate the referral as a matter of urgency, with the decision being ratified by Full Council at their June Ordinary Meeting.*

Resolved: *To reopen the meeting to the press and public*
Recording of the meeting reinstated.

4.2 **Admin Assistant:**

4.2.a **To note that the Admin Assistant left the employ of the Council on 16th April 2021**

Noted.

4.2.b **To consider the need of employing/appointing a replacement**

Members briefly discussed the situation, and the clerk detailed on-going projects

Resolved: *To recommend to Full Council 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.*

4.2.c **To consider any assistance that can be given to the office in any interim period**

Members considered ways in which they/other Council members could assist in the immediate future. Members noted the need to give the clerk time to handle papers during meetings. Cllr Crook volunteered to help where he could, including research, site visits/checks etc.

Resolved: *To recommend to Full Council that Working Groups take ownership and run wherever possible without relying on the assistance of the clerk – ie, do own research, take own notes of meetings to report back to Full Council etc.*

Resolved: *To recommend to Full Council that this agenda item be revisited following receipt of the Occupational Health Report.*

5 **Date of Next Meeting**

Resolved: *To hold the next Human Resources meeting on Monday 7th June 2021 at 3.30pm via zoom.*

MEETING CLOSED AT 12.14PM