

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 7th June 2021 at 3.30pm

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

IN ATTENDANCE: Beverly Cawley – Clerk,

APOLOGIES: Cllr J Wilson

Mins
2021-2022

6 Chair's Announcements

6.1 To receive and accept apologies for absence from Councillors

Apologies noted as above.

Cllr Hopkins wished it recorded that she was being discriminated against, because she had been supplied with on-line documents and not with paper documents for the meeting.

7 Declarations of Interest

7.1 To note any declarations of interest in items on the agenda – Forms to be completed

None.

8 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.

9 Occupational Health Referral & Risk Assessments

9.1 To receive update on Occupational Health Referral

Cllr Raggett advised that she had contacted St Joseph's Hospital who are not offering this service at the moment due to Covid-19 restrictions. Alternative providers had been sought but most are not offering the facility at the moment. The nearest available provider is based in Bridgend/Avonmouth; Workare Ltd. Who may provide a face-to-face, video call, or telephone service.

Members discuss the Terms of Reference for commissioning an Occupational Health referral.

Resolved: *To recommend to Full Council that it commission an Occupational Health assessment for the Clerk. The Examination will be performed by a qualified Occupational Health Physician. The purpose is to advise Council on the employee's health and to assess whether any adjustments could be reasonably considered by council to ensure a safe and healthy working environment for the employee in line with Council business need.*

9.2 To consider Coronavirus Risk Assessment for Town & Community Councils template and complete a draft assessment.

Members noted the Clerk is in the Covid-19 Very High Risk Category. Before the Clerk can return to work in the office, Council is required to undertake a risk assessment ensuring that they have in place everything to mitigate the risk of Covid-19, in line with Government recommendation and guidelines.

Members considered several controls/measures that would need to/could be put in place to mitigate risk. There would be an estimated cost of £200. Members noted the comprehensive 'Coronavirus Risk Assessment for Town Councils' template as provided by Ellis Whittam. The following recommendations are to be made to Full Council:

Resolved: That following on from Min No 4.1.a HR 19.5.21 (Yet to be ratified by Full Council), that two Councillor undertake a basic Risk Assessment, to enable the Clerk to return to the office, and that once Ellis Whittam undertake their site visit in July they are asked to look at and complete a full Coronavirus Risk Assessment.

Resolved: That Council purchase whatever items are required to put controls in place to mitigate risk of Covid-19 to the Clerk in the Council Office.

Resolved: That all Councillors are sent a Gwent Police 'vetting form' which upon completion and approval will allow them free access into the Council Office when the Clerk is not on site.

9.3 To consider draft/template Re-Occupation Checklist

Members noted that only some sections applied to the Council, as they are not landlords.

9.4 To note completed Welsh Government 'All Wales Covid-19 Workforce Risk Assessment tool (confidential)

Noted that the clerk had completed this and shared with members. The clerk came in the risk category 'Very High Risk'.

10 Health & Safety and Human Resources Training and Skills

Members discussed training in general, and considered the possibility of arranging bespoke training in the future.

Resolved: That the Chair look into whether 'BeCommunity' (part of Monmouthshire County Council) can undertake bespoke training for Council.

Resolved: That the Clerk look at whether Broomfield Alexander undertake training and what courses GAVO have on offer.

10.1 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>

Noted. Members felt all Councillors needed to avail themselves of this free training.

10.2 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.

Noted.

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

Noted.

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

Noted.

11 Additional Support Staff

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

Noted. Cllr Taylor requested that costs also be provided for the next meeting.

- 11.2 **To note draft business case (as requested March 2021)**

Noted, that this is drafted on a five-point business case as recommended by Wales Audit Office.

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

Resolved: To refer this to the next HR Committee meeting, when members can also discuss in further the draft business case and contracted maintenance roles.

Resolved: To hold a further meeting on Monday 14th June 2021 at 6pm (a maximum of 1 hour)

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

- 12.1 **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.**

Noted.

Meeting closed at 17.02pm