

# MAGOR WITH UNDY COMMUNITY COUNCIL

## Minutes of Admin & Personnel Committee Meeting held Thursday 29th March 2018 at 4.30pm in Committee Room 7, Wales One Council Office, Magor

**Members Present:** Cllr Sally Bailey, Cllr Andrea Boyland (Chair),  
Cllr Mike Boyland (minutes), Cllr Geoff Cook,  
Cllr Donna James, Cllr Neeta Baicher

**Other Councillors in Attendance:** Cllr Keith Plow

**Apologies:** Cllr Sally Raggett

2018/2019

### **033 CHAIR'S ANNOUNCEMENTS**

033.1 Apologies had been received and were accepted from Cllr Raggett

033.2 The Chair advised that this had been an extremely busy period on the A&P front, and that she had spent some 44 hours working on matters arising from this sub-Committee alone.

The Chair advised that a complaint had been received from one Councillor in respect of another and declared an interest before handing over to Cllr James to provide Councillors with details.

Cllr James provided details of the complaint which she had attempted to resolve in accordance with the council's Local Resolution Protocol.

The Chair then informed Councillors that a second complaint had been received from the Magor with Undy Community Hub (MUCH) group and again declared an interest before handing over to Cllr James.

### **At this point, Cllrs M Boyland and G Cook declared an interest**

Cllr James outlined the nature of the complaint, and that it had been alleged that it amounted to a breach of the Council's Code of Conduct. As such, it was agreed that she would respond to MUCH and advise that, in line with our complaints policy, the complainant should approach the Public Services Ombudsman for Wales (PSOW).

A discussion then followed around the use of Councillors' private social media accounts which Cllr James advised was wholly in line with advice given by Mon CC's Monitoring Officer and reflected the outcomes of some very recent cases referred to the PSOW.

The Chair then drew Councillors' attention to a small omission on the Committee's Terms of Reference (ToR) and it was agreed that the original text, agreed at the A&P meeting in December 2018, should stand.

**Resolved:**

- i. that Cllr James should respond formally to MUCH after the Easter weekend
- ii. to update the ToR as agreed

**034 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

034.1 Cllrs A Boyland, M Boyland and G Cook declared an interest in item 033.2

**035 MINUTES OF LAST COMMITTEE MEETING**

035.1 To adopt the minutes of the last Committee Meeting held on 7th December 2017.  
Resolved: minutes were adopted unamended.

**036 OFFICE ARRANGEMENTS IN THE CLERKS ABSENCE**

036.1 The Chair advised that cover was being provided in the Clerk's absence on a short-term, part-time basis. It was agreed to recommend to council that, as AS was doing far more than the temporary Admin Assistant role which she was being paid for, she should be appropriately remunerated. Guidance indicated that council is rated as LC3 and that AS would therefore sit at the beginning of that section of the scale, pro rata.

It was suggested that an emergency, decision-making Committee be set up, in line with other Community and Town Councils, to deal with extremely urgent situations [plenary] to be called when an urgent decision is required that has either financial, health & safety or operational implications for council and/or a decision that is deemed by the Chair/Deputy Chair and/or Clerk that needs to be made before the minimum notice for a full council meeting to be called. The committee's powers are to make agreed decisions on behalf of the council under the prevailing circumstances, such as the one that the Council was now in. It was agreed to recommend that this was the appropriate Committee for that responsibility, albeit with a reduced quorum of 3. A question was raised around family members potentially being 2 of those 3; Cllr James confirmed that this had been checked with Mon CC's Monitoring Officer who had advised that this was perfectly in order and had specifically drawn her attention to the fact that Councillors were elected by members of the public.

**Resolved:**

- i. to recommend an increase in remuneration during temporary cover for the Clerk
- ii. to recommend that an emergency, decision-making committee be set up as above.

**037 ADDITIONAL SUPPORT**

037.1 Councillors considered printed examples of a current application form and job description for Arundel Town Council and agreed that we use these as templates for our own Admin Assistant vacancy. It was agreed that the job advertisement is placed on the website, Facebook page and distributed via circulation lists for the recommended period of 2 weeks, after which paid advertisements would need to be

considered. A shortlist and set of questions to be drawn up and interviews conducted. In the event that AS was to apply, it was agreed that all applications should be addressed to Cllr James, c/o the Council offices, and be protectively-marked. It was recommended that the salary banding for this post, in line with the population of the villages and our Precept, is set at LC1 Scale 23-25 of the National Joint Council for Local Government Service (NJC)

**Resolved:**

- i to recommend that the vacant post is advertised as agreed
- ii to recommend council grants delegated power to Admin & Personnel Committee to appoint

**038 UPDATE ON COUNCIL'S INSURANCE POLICY**

038.1 One Voice Wales are scoping potential insurance solutions which would provide individual Councillors with legal advice, if ever any was needed, and that this would hopefully be in place to be included from the policy's renewal. AS has approached Came & Co directly in relation to the additional legal cover which can be incorporated in a renewal quote

It was agreed to request an insurance quote from Came & Co.

**039 COMMUNITY COUNCIL POLICIES**

039.1 Item dealt with under 033.2

**040 DATE OF THE NEXT MEETING**

040.1 It was agreed that the next A&P meeting would be on Thursday 3 May 2018, in Magor Church Centre Garden Room at 6.30pm, subject to confirmation.

Meeting closed at 5.42pm.

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Chair/Vice Chair