

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Human Resources Committee Meeting of Magor with Undy Community Council held in Undy Church & Community Hall on Monday 3rd February 5pm

COUNCILLORS: Cllr S Raggett (Chair), Cllr S Bailey, Cllr J Wilson,
Cllr K Plow, Cllr M Bisi

IN ATTENDANCE: Beverly Cawley – Clerk,

APOLOGIES: Cllr F Taylor, Cllr G Cook

Min:
HR19-20

005 Chair's Announcements

To receive and accept apologies for absence from Councillors

Apologies received from Cllrs Taylor and Cook.

006 Declarations of interest in items on the agenda

There were no declarations of interest

007 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 members of the Press and Public*

008 Staff Appraisals

008.1 To discuss feedback from the Chair re: Clerk's appraisal and agree any actions

Cllrs Raggett and Bailey had undertaken the Clerk's annual review and appraisal. Several issues were raised.

Resolved: *to issue every Councillor with a copy of the current issue of the "Good Councillor Guide"*

Resolved: *to recommend that the Clerk and Admin Assistant be allow time off to attend the SLCC Local Council Clerk Forum.*

Resolved: *to recommend that Councillor emails received in to the office be shared with all Councillors when it is deemed relevant.*

008.2 To discuss feedback from the Clerk re: staff appraisals and agree any actions

Clerk confirmed that the Admin Assistant's annual review and appraisal had been completed and that the Village Warden/Litter Pickers are monitored on a regular basis

Resolved: *to re-evaluate the grade/pay-scale for the Admin Assistant based on her current and future role and responsibilities and in line with her current contract and job description, and present any recommendation to Full Council at its March meeting.*

Resolved: *to recommend that Council re-visit the option of supplying the Village Warden/Litter pickers with bespoke Hi-viz waistcoats*

009 Staff Training

009.1 To consider Certificate in Local Council Administration (CiLCA) for Clerk and Admin Assistant

Resolved: *To recommend to Full Council that it pays fees to enable the Clerk and Admin Assistant to undertake the CiLCA qualification and attend workshops at dates that best suit staff and council*

010 Litter Pickers

010.1.a To review current litter picker contracts and pay scales and agree any actions

Members reviewed the current contracts hours.

Members noted the new National Living Wage rate changes to as at 1st April 2020

Resolved: *To recommend to Full Council that it adopts (as a matter of course) the National Living Wage rate change as at the 1st April 2020*

Resolved: *To recommend to Full Council that it pay holiday entitlement allowance to Village Warden/Litter pickers in line with Governmental guidelines as from 1st April 2020*

010.1.b To consider additional litter picking arrangements and agree any actions

Members considered area covered by the current Village Warden/Litter pickers and acknowledged the need to increase current hours or employ an additional Village Warden/Litter Picker for areas not currently covered particularly in view of the new development at Rockfield.

Resolved: *To advertise a vacancy for a Village Warden/Litter picker; average of 10 hours per week at the National Living Wage rate, principle duties to include litter picking, odd maintenance jobs and weekly visual inspections of Council assets throughout the villages of Magor and Undy.*

011 Date of the Next Meeting

Resolved: *To hold the next Human Resources Committee Meeting on Monday 24th February 2020 in Ebenezer Baptist Church (following the Planning Meeting – 7pm) subject to Council’s approval.*

MEETING TERMINATED 18.40PM

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Chair/Vice Chair