

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Human Resources Committee Meeting of Magor with Undy Community Council held in Ebenezer Baptist Church, Magor on Monday 24th February 19.45pm

COUNCILLORS: Cllr S Raggett (Chair), Cllr S Bailey, Cllr J Wilson,
Cllr K Plow, Cllr M Bisi, Cllr J Crook, Cllr C Hopkins,
Cllr F Taylor

IN ATTENDANCE: Beverly Cawley – Clerk,

APOLOGIES: Cllr G Cook

Min:
HR19-20

012 Chair's Announcements

To receive and accept apologies for absence from Councillors

See above

013 Declarations of interest in items on the agenda

There were no declarations of interest

014 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

015 Job Re-evaluation

015.1 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

Resolved: To investigate the grade and job descriptions of other Admin Assistants across the sector with a view to re-evaluating the job role if applicable

Resolved: To investigate the pay scales with local authorities and GAVO for similar roles

016 Village Warden Litter Pickers

016.1 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

Resolved: To draw up a business case for a Village Warden Litter Picker position on a short-term contract (initially 12 months) subject to review

016.2 To consider the issue of a bespoke uniform for the Village Warden/Litter Pickers eg. Hi-Viz waistcoats/coats and trousers/polo shirts etc

Resolved: To obtain a cost of a bespoke Hi-Viz waistcoat and two polo-shirts for each of the Village Warden Litter pickers.

017 Contracts

017.1 To consider the need to draw up a Recruitment & Retention policy

Resolved: To make enquiries with GAVO and/or Ellis Wittam

017.2 To receive an update on the proposal to pay holiday entitlement to the Village Warden Litter Pickers

Resolved: To ask Chepstow Accountancy if they could assist with the detail

017.3 To consider the issue of a Staff Handbook to all staff

Resolved: To make enquiries with GAVO and/or Ellis Wittam

018 Date of the Next Meeting

Resolved: To hold a further Human Resources Committee Meeting subject to Council's approval – date and venue to be confirmed.

MEETING TERMINATED 21.10PM

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Chair/Vice Chair