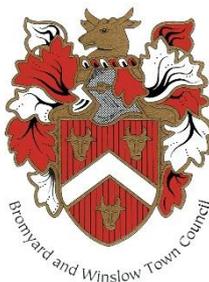


# BROMYARD & WINSLOW TOWN COUNCIL



MINUTES  
S19/29– S19/36

## Staffing Committee

Minutes of a meeting held on  
**Tuesday 16<sup>th</sup> July 2019**  
at 7.30pm in the Council Chamber, Council Offices, Bromyard.

**\*UNTIL NEXT MEETING OF THE STAFFING COMMITTEE  
THESE MINUTES HAVE NOT BEEN RATIFIED\***

**Present:** Cllrs Brunsdon, (Vice-Chair), Cooper, Franklin and Page.

**In attendance:** Karen Mitchell - Town Clerk (TC)

**S19/29 Apologies for absence**  
Cllrs Churchill and Pettitt.

**S19/30 Declarations of interest and written requests for dispensation**  
None declared at this point in the meeting.

**S19/31 Minutes**  
The Minutes of the meeting held on 15<sup>th</sup> April 2019 were confirmed as a correct record and signed by the Chairman.

**S19/32 Matters arising – for information only**  
S19/28 - Contracts amended to clarify holiday entitlement  
Evidence of continuous service provided

**S19/33 Lone Working Policy**  
Members considered the draft Lone Working Policy.

The Town Clerk raised the issue of people being able to bypass the door entry system at the front of the building by gaining access through the unsecured entrance via the Community Transport lobby area.

Following discussion, **IT WAS RESOLVED** to recommend to Full Council:

- To approve the draft Lone Worker Policy
- To approve the installation of internal security measures i.e:
  - i) door entry key pad (door between Community Transport entrance and rear hall
  - ii) panic buttons in Town Council offices.

**S19/34 To consider staffing provision for business rates project** (Referred by F & P Committee F19/104 refers)

The Clerk outlined the work required to produce a schedule detailing all offices, dates and occupation from 2016 to present in order to have all offices registered and banded separately for business rates. It was estimated that two days were required to complete the project; staff costs ~ £280.

Following discussion, **IT WAS RESOLVED** to recommend to Full Council:

- To engage a suitable person to carry out the business rates exercise to provide information to Herefordshire Council as soon as possible.

**S19/35 Confidential Items:**

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960) **IT WAS RESOLVED:** that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of employment matters.

**S19/36 Staffing Matters**

1. Deputy Clerk’s notice of resignation.  
The Clerk read out the Deputy Clerk’s resignation letter. Discussion ensued.  
Members noted with much regret the Deputy Clerk’s resignation, effective 7<sup>th</sup> August.
2. Members considered contingency measures to cover the Deputy Clerk’s duties pending the recruitment process. It was suggested that financial reports be reduced to quarterly for the interim period. The Town Clerk and Administration Officer were willing to work additional hours to help cover some of the workload.
3. Members noted the Gardener’s notice of resignation, effective end of July.
4. Recruitment arrangements to fill the above positions.  
  
Deputy Clerk’s position... Members discussed options for recruitment. The Clerk was requested to seek further advice on legalities/best practice options for recruitment/internal promotion.  
  
Following discussion **IT WAS RESOLVED** the information be brought to a Full Council meeting for consideration. The Chairman of the Council to be requested to call an Extraordinary meeting of the Council if required.  
  
Gardener’s position... The Town Clerk to look to fill the position as quickly as possible under delegated powers and in accordance with Staffing Committee Terms of Reference.
5. To note the Clerk’s holiday 23<sup>rd</sup> September to 8<sup>th</sup> October inclusive.  
  
In view of limited staff cover **IT WAS RESOLVED** to recommend to Full Council:
  - To move the Full Council meeting scheduled for 23<sup>rd</sup> September forward by one week to the 16<sup>th</sup> September and to re-schedule the Burial Committee meeting to a suitable alternative date.
6. Members noted advice from NALC on retirement gratuities. Legal advice from the Council’s solicitors on this matter had been previously received and followed. (S19/21,2 and Confidential File Note: S07.03.19 refers)

Meeting closed at 8.29pm