

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES

S20/009 – S20/15

STAFFING COMMITTEE

Minutes of a meeting held on Tuesday 17th March 2020 at 3pm
In the Council Chamber, Council Offices, Bromyard

Present: Cllr Page (Acting Chair), Churchill, Franklin
Officers: Karen Mitchell, Town Clerk
Kym Wild, Deputy Town Clerk (DTC)
Members of the Public: None

The Fire Procedure and Recording of Meetings advice were read to those present

S20/009 Apologies *LGA 1972 S85 (1)*
Cllrs Dunne-Thomas (Chair), Brunsdon, Cooper.

IT WAS RESOLVED that in the absence of the Chair and Vice Chair, Cllr Page as Chairman of the Council should chair the meeting.

S20/010 Declaration of Interest and written requests for dispensations
Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159

No declarations of interest were made and no written requests for dispensations had been received.

S20/011 Minutes
The Minutes of the meeting held on Wednesday 22nd January, 2020 were received, approved and signed by the Chair, as a correct record.

S20/012 Disciplinary and Grievance Arrangements
Members debated this matter.
IT WAS RESOLVED that both document a) Template Disciplinary Policy and b) Template Grievance Policy as recommended in NALC's Legal Topic Note LTN 22 on Disciplinary and Grievance Arrangements be recommended to Full Council for adoption.

S20/013 Staff Pensions – Re-enrolment and Re-declaration Legal Duties
Members noted that the re-enrolment and re-declaration process for eligible staff to be put back in to the Council's pension scheme (NEST) were in hand and would meet the deadline of 30th June 2020. ***ACTION TC***

S20/014 Confidential Items *Public Bodies (Admission to Meetings Act 1960 Section 1(2))*
Items S20/15
IT WAS RESOLVED that items 1. – 4. Inclusive under S20/15 were to be considered in confidential session.

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1. Members received updates on the following staffing matters:

1.1 Administration Officer Probation Period.

Members were advised that the current role holder had resigned. This was noted.

IT WAS RESOLVED that under the current pandemic management advices from HM Government, recruitment for the vacancy be put on hold until further notice.

1.2 Gardener Position.

Members were advised that this position remained vacant. This was noted.

It was further noted that maintenance of the grounds in the Council complex in Rowberry Street and Tenbury Road car park were being temporarily maintained by the Council grounds maintenance contractors.

IT WAS RESOLVED that under the current pandemic management advices from HM Government, recruitment for the vacancy be put on hold until further notice.

2. Staff Workload and Wellbeing

Members debated this matter in light of the current recommendations for pandemic management issued by HM Government and the Council's Duty of Care responsibilities as Employers.

IT WAS RESOLVED that the Handyman be moved to homeworking with no changes in pay during self-isolation. **ACTION TC**

IT WAS RESOLVED that the Cleaner be fully briefed as to HM Government advice contained in COVID-19: guidance for employers [10 March 2020], Section 16 and 17 and any subsequent advices and continue working as normal ensuring that all PPE required be made available. **ACTION TC**

IT WAS RESOLVED that the Clerk and the Deputy Town Clerk work at home as and when appropriate and attempt to maintain as close to an operational service as possible under the pandemic management guidance being received from HM Government. **ACTION TC**

3. Annual Leave

Members debated the requests from the Clerk and Deputy Town Clerk that, in line with their respective employment contracts, five days annual leave from the 2019-20 Financial Year be carried forward into the 2020-21 Financial Year and to be remunerated for any remaining untaken days.

IT WAS RESOLVED that these requests be granted.

4. Coronavirus – Covid-19

Members noted the information issued by HALC dated 12.03.2020 and asked the Clerk to circulate any further advices received going forward.

The meeting closed at 15.45pm