



Minutes of the Personnel Committee Meeting

On 26th May 2020

11:00am via Zoom

(Due to the COVID-19 pandemic it was not possible for Council to meet in person)

Present: Cllrs Denis Healy (Chair), Duncan Jack, Peter Astell and Linda Johnson.

In Attendance: Helen Watson (Town Clerk)

01/20: To receive apologies for absence.

All members were present

02/20: Declarations of Interest and Dispensations

02.1: To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

No Declarations were received.

02.2: To note dispensations given to any member of the council in respect of the agenda items listed below.

No dispensations were received.

03/20: To elect a Personnel Committee Chair for the 2020/21 Municipal Year.

Nominated: Cllr D. Healy

Proposed: Cllr P. Astell

Seconded: Cllr L. Johnson

Resolved: *Following a vote, it was resolved that Cllr D Healy be elected Chair of the Personnel Committee for the 2020/21 Municipal Year.*

04/20: To elect a Personnel Committee Vice-chair for the 2020/21 Municipal Year.

Nominated: Cllr D. Jack.

Proposed: Cllr P. Astell

Seconded: Cllr D. Healy

Resolved: *Following a vote, it was resolved that Cllr D. Jack be elected Vice-chair of the Personnel Committee for the 2020/21 Municipal Year.*

05/20 To consider the exclusion of the public from the meeting on the grounds that confidential Information in relation to the employment of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

It was noted that normally the meeting would be opened with members of the public present, then go into a closed session following the resolution: however this would have required another Zoom meeting to be set up for confidentiality.

Proposed: Councillor D. Healy

Seconded: Councillor P. Astell

Resolved: *That the public be excluded from the meeting on the grounds that confidential information in relation to the engagement of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)*

06/20: To note the minutes of the Personnel Committee Meeting on 27th April 2020 (previously signed at Full Council on 24th February 2020)

The minutes were noted and had been previously signed at Full Council on 18th May.

07/20: Review of Time Sheets

07.1: To sign officer timesheets

Resolved: Personnel Committee approved the officer timesheets and agreed to sign them off. This will be done physically when Councillors meet again in the future.

07.2: To authorise/approve the final staff overtime payment up to 27th April 2020 (prior to resolution of Personnel Committee 27.04.20 minute 48/19).

Resolved: Personnel Committee approve the overtime of staff prior to the resolution of Personnel Committee 27.04.20 minute 48/19.

08/20: To consider a direct debit by limited authority to the TC Group, to make staff wages, pensions and HMRC directly – Town Clerk to report.

Resolved: Personnel Committee agree that the Town Clerk should set up direct debit by limited authority to the TC Group to facilitate staff wages, pensions and MHRC directly.

09/20: To review current staffing arrangements in terms of COVID-19 lockdown, staff duties and return to office-based working.

09.1: Town Clerk and Deputy Town Clerk

The Town Clerk reported that both the Clerks were working from home in line with Government guidelines and only going into the office to check mail and scan appropriate mail/documents to officers as required to complete their work. Both Clerks have been provided with work laptops. Both Clerks are facilitating the Zoom meetings and associated agendas, minutes and actions from such meetings. It was reported that the BTC telephone is being answered by the Town Clerk through diversion to her work mobile phone. Social distancing rules apply a sanitisation station (upon entry to the building_ and office floor lines marked for social distancing were in place and risk assessments being written.

09.2: Admin Officers

The Town Clerk reported that the Admin Officers were working from home in line with Government guidelines. Both Admin Officers have been provided with work laptops and information required was being scanned to them.

09.3: Handyman

The Town Clerk reported that the Handyman was working externally on the skate park, visiting allotments, preparing for Bloom work, socially distancing and wearing protective face-covering/mask if and when required).

Resolved: Following discussion, Personnel Committee requested that the Town Clerk complete a full risk assessment and monitor the ongoing risks as a duty of care to all staff and Councillors. It was resolved to look at staff returning to the office to work as and when regulations are eased, but to remain closed to the public.

10/20: To consider how best to proceed with the management of phone calls from the public during the continuing COVID-19 lockdown.

Resolved: It was resolved to maintain the present diversion system and assess this at the next meeting with the Town Clerk looking into an additional office mobile phone.

11/20: To consider other personnel issues/staffing matters.

Resolved: Personnel Committee thanks the Clerks, Admin Officers and Handyman for working through these challenging time who, along with Councillors, had worked together showing care and solidarity.

The meeting closed at 11:50am

Signed: _____

A large, stylized handwritten signature in black ink, written over a horizontal line.

Date: _____

24/6/20

