

## Minutes of the Personnel Committee Meeting

On 28<sup>th</sup> July 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)

**22/20 To receive apologies for absence**

All members were present.

**23/20 Declarations of Interest and Dispensations**

- (a) **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.

- (b) **To note dispensations given to any member of the council in respect of the agenda items listed below.**

No dispensations were given.

**24/20 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).**

**Motion:** 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)

**Proposed:** Councillor D. Healy

**Seconded:** Councillor D. Jack

**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)*

**25/20 To note the minutes of the Personnel Committee Meeting on 30<sup>th</sup> June 2020 (submitted for approval and signed at Full Council on 27<sup>th</sup> July 2020).**

The minutes were noted.

**26/20 Review of time sheets:**

Cllr Healy and the Town Clerk reported on the contracted hours time sheet, which were approved by all members.

**27/20 To review current staffing arrangements in terms of COVID-19, staff duties and return to office-based working:**

**(a) Town Clerk and Deputy Town Clerk**

It was reported that both Clerks were covering all the Zoom meetings and working in line with risk assessments within the office. The office remains closed to visitors in line with health and safety guidance and limiting risks. Facilities are in place to work remotely as required.

**(a) Admin Officers**

It was reported that an admin officer had returned to working from the office and one admin officer is working remotely. Facilities are in place to work remotely as required

**(b) Handyperson**

The handyperson had been working on the allotments and watering as required.

**(c) Update of Risk Assessment**

The risk assessment is updated as required.

**28/20 To receive notice that the Handyperson had resigned.**

It was reported that the Handyperson has resigned the post.

**29/20 To consider the vacant Handyman position and changing the name of the role to Allotments, Grounds & Maintenance Officer.**

**(a) To consider the vacant role and filling with a temporary person for the immediate actions and plant care/watering required.**

Members considered the role. Action was being taken to ensure summer planting was being watered.

**(b) To consider filling the vacant role with contracted workers to complete tasks.**

Members considered the concept of contracted workers to complete tasks as required by this role.

**(c) To consider putting a recruitment application pack together for the role as it exists (application form, job specification and job description).**

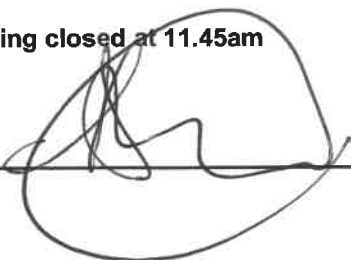
Members also considered the possibility of changing the job description and role to Allotment and Grounds Maintenance Officer and asked the Clerk to do some work on this in view to possible recruitment, in liaison with Cllrs Jack and Astell on this matter.

**30/20 To consider other personnel issues/staffing matters**

No other staffing matters were discussed.

**The Meeting closed at 11.45am**

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

7/9/2020