



Minutes of the Personnel Committee Meeting

On 30th June 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)

12/20. To receive apologies for absence

All members were present.

13/20. 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 granted.

14/20. 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 L. Johnson

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)

15/20. To note the minutes of the Personnel Committee Meeting on 26th May 2020 (previously approved and signed at Full Council on 22nd June 2020).

16/20. Review of time sheets:

- (a) To receive a review and sign the timesheets for basic contracted hours.

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

17/20. To review current staffing arrangements in terms of COVID-19 lockdown, staff duties and return to office-based working:

(a) Town Clerk and Deputy Town Clerk

The Town Clerk reported that both the Clerks were working from home in line with Government guidelines and going into the office to check mail and scan appropriate mail/documents to officers or do other tasks as required to complete their work. Both Clerks are busy facilitating the Zoom meetings and associated agendas, minutes and actions from such meetings. The TC managed the hanging baskets and flower towers being erected and sited within the town, whilst social distancing and using sanitizer. 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 was in place and risk assessments being written. Members discussed the return to work process from 6th July for all officers that are able to.

Resolved - Members requested that officers where possible return to work from the office and work in line with the risk assessment. The mobile diversion of the TC mobile phone is to be stopped. The BTC office remains closed to the public. The situation will be monitored and reviewed by the Personnel Committee in July.

(b) Admin Officers

The Town Clerk reported that one officer is wishing to return to work from the office, whilst one office will remain working remotely.

Resolved – That one of the Admin Officers returns to work as usual from the office, observing the risk assessment in place.

(c) Handyperson

The Town Clerk reported that the Handyman was carrying out his duties as best he could whilst observing social distancing, as most of his work is outdoors.

(d) Update of Risk Assessment

Resolved – The risk assessment will be amended to allow for the Admin Officer to return to work from the office from 6th July.

18/20. Working hours:

- (a) To consider the additional seasonal work hours required to facilitate services to work on Beverley in Bloom watering, BTC barrier planter installation watering and maintenance, grass cutting and allotment work.

The Town Clerk reported that seasonal work for grass cutting, watering Beverley Town Council and Beverley in Bloom planters and work around the allotments would need additional hours paid or an increase in contracted hours from June to end of September. Members discussed the options, practicalities and the requirement for a job specification.

Resolved - Chair of Personnel requested that the Handyman be asked what the optimum hours are required to complete the tasks, and then these increased seasonal hours are added to the contract of employment from June to end of September. The Town Clerk to request the information and relate this information back to the Chair of Personnel so that action can be taken and the additional hours can be offered to the Handyman to facilitate the seasonal service required.

- (a) To consider and authorise any additional hours for other officers if required to facilitate services, such as annual leave cover.

The Town Clerk updated members on the present working situation. Members discussed and reviewed the additional hours allocated in the budget prior to the Covid-19 lockdown. The Town Clerk gave information on tasks and duties as requested by Personnel Committee.

Resolved – Members recommended increasing by 5 hours per week the Deputy Town Clerk on a permanent basis and offering the Admin Officer the additional 7 hours per week on a temporary basis until 31st March 2021.

19/20. To discuss issues raised at Full Council on 22 June 2020.

The Town Clerk was asked about a difficult situation which arose from questioning by Councillors at Full Council on 22 June 2020. The Town Clerk explained some of the difficult personal issues that had affected members of staff during the ongoing Covid-19 lockdown, whilst they had been working remotely and geographically isolated. Due to these sensitive and personal difficulties, the Clerk explained it had not always been appropriate or possible to request information from colleagues as quickly as Councillors required.

The Town Clerk declared that she was unable to minute the rest of the meeting for professional reasons due to the nature of the incident being discussed.

Resolved - That a meeting is convened between the Clerk, her representative and members of the Personnel Committee to try and agree a way forward on personnel matters.

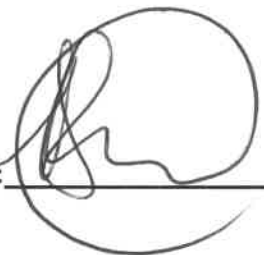
20/20. To discuss the Audit Yorkshire report.

Members discussed the report.

21/20. To consider other personnel issues/staffing matters.

Members considered and discussed other personnel/staffing matters.

Signed: _____



Date: _____

27 July 2020

