

Minutes of the Personnel Committee Meeting

On 3rd November 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 (Vice Chair), Peter Astell and Linda Johnson.

In Attendance: Helen Watson (Town Clerk)

31/20 To receive apologies for absence

All members were present.

32/20 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.

33/20 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)

34/20 To consider correspondence received.

The correspondence was noted by members. Brief discussion took place and the Clerk was requested to seek professional advice on this matter from ERYC Democratic Services and ERNLLCA, reporting back to Personnel Committee members and the Mayor operationally as required, with a view to resolving the issue professionally and appropriately. It was noted that this may need further action from another committee or Full Council as directed.

Resolved - that the Clerk seeks professional advice from ERNLLCA and ERYC Democratic Services regarding this matter and report back to the Chair, Vice Chair and the Mayor operationally to resolve the issue professionally and appropriately reporting back to the appropriate committee/Full Council.

35/20 Operation Re-set

The Chair of Personnel reported on a constructive informal meeting with all Clerks and Officers in early September to discuss recent work matters, looking at the best way forward for an effective team approach from Councillors, Clerks and Officers working together. The Operation - Reset, Three P's document was presented by the Clerk as an operational plan to consider how best to positively move forward within the organisation and sector. The Clerk also put forward an idea for bespoke ERNLLCA training and looking into NALC Quality Status next year when the scheme is relaunched. Cllrs Healy and Jack spoke on the presentation and thanked the Clerk. All Personnel Committee members agreed that this was the way forward and the practices should be adopted by Clerks and Officers. The Clerks and Officers were thanked for their input and their work generally. Members requested that the operational document is put to Full Council for information only.

Resolved – that the Clerk adds Operation - Reset, Three P's document to Full Council for information only and work to the principles within.

36/20 Maintenance Officer/Provision

Members discussed the manual external jobs required to be carried out by BTC at the Skatepark and allotments along with the Bloom and Christmas Lights groups and other future operations or events. The Clerk reported that at present the work was contracted as required, however it was possible to contract for 10 hours per week for £150 plus VAT which is more cost effective. The contractor has several skilled employees with specialist equipment and risk assessments to carry out a wide variety of work as required. Members debated this and resolved that this would be an effective way forward to trail the contractor's services until 31st March.

Resolved – that JB Rural contractors be requested to provide 10 hours service per week at the cost of £150 plus VAT, with any additional hours required at £15 per hour to include tools and specialist equipment.

37/20 NJC Annual Pay Awards

Resolved - Members confirmed the annual 2.75% NJC Pay Award for 2020/21 and requested the Clerk to action the pay awards from 1st April 2020.

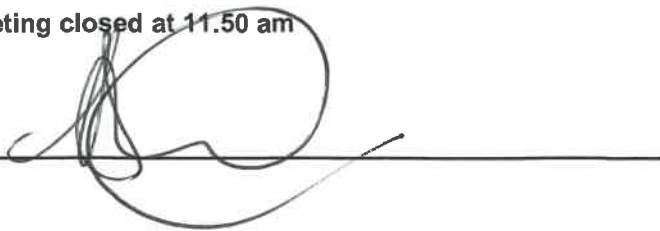
38/20 To consider other personnel issues/staffing matters

National Lockdown

Members discussed the forthcoming national lockdown and requested that all Clerks and Officers work from home as directed by the government during this period. The Clerk was requested to change the telephone message accordingly to inform callers/members of the public of the ERYC Covid 19 line, but not to transfer calls or take answer phone messages. Clerks/Officers were permitted into the building to only carry out important works that cannot be done from home and to check the post only for a very limited time.

The Meeting closed at 11.50 am

Signed: _____



Date: _____

30/4/20