

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
WAS HELD BY ZOOM ON 20th JULY 2020

1. Present: Councillors: R. Case (Chairman); J. Cox; V. Hill; S. Parker; M. Tye

2. Apologies: Nil

3. Minutes: The Minutes of the remote Committee Meeting held on 15th June 2020 was taken as read and will be signed as a true record at the next proper meeting.

Matters Arising:

Public toilets: The public toilets had been reopened and the appropriate signage erected. However, only the disabled toilet has been unlocked with the remaining two toilets left closed. This will enable only one person out/one person in at any time.

5. Grievance procedures/Disciplinary Policy: Cllr Case apologised for the delay. The policies will be ready shortly

6. Safety of Staff: The staff had the appropriate PPE

7. List of extra jobs for the staff: Cllr Hill had been appointed as the Council's Liaison Officer with the members of staff. The staff have Terms of Reference for their day to day work with the Clerk as their Line Manager. They must be allowed to use their initiative for their routine work.

Cllr Hill had met twice with the Grounds staff and gone through their Terms of Reference. He stated that there will be no control if individual Councillors go direct to the members of staff with work to be carried out. He will collate all the lists of extra work drawn up by the Committees and prioritise them with dates for completion. The list of jobs will be divided into three categories:

- Those that need to be carried out quickly
- The medium term work
- Long term work/outside contractors

He shared a diagram showing how the system would operate. He will do a weekly list and check. Committees should remember to draw on the staff's expertise.

It was agreed to record the reason why any jobs could not be completed.

The Committees would be given a copy of the list of extra work.

Thanks were given to Cllr Hill who left the meeting

8. Work Experience Student: As resolved at Full Council the Student had been taken on for a two month's temporary contract and this was working well. The Groundsman was giving him the necessary training on equipment and there is a good working relationship. It was agreed that Cllr Cox would contact Lackham College to ascertain when they would be reopening in September. If

there is a gap between the end of August and when he resumes college it is **recommended** that his contract be extended for this time.

Clerk to draw up a list of running costs to date.

9. Accounts with retailers: Account opened with Wickes and the PPE had been purchased from Corsham Hardware

10. Staff clothing: Quotation received from Engelbert Strauss in the sum of £462.35 + vat for six polo shirts; six sweatshirts; three lightweight jackets and three waterproof jackets. To have the council logo and Box Parish Council on the back of the garments would be an extra £432

It was **recommended** that the clothing be purchased without the logo etc in the sum of £462.35 + vat

11. Training: All training was on hold at the present time. The grounds staff need to renew their First Aid Training. Clerk to check if this is available with St John Ambulance or Wiltshire Council

12. Items of report and future agenda items:

- Risk Assessment for chemicals: Cllr Tye to liaise with Cllr Hill. A CoSH list needs to be drawn and a list kept on the CoSH cupboard

13. Date of next meeting: Scheduled for 17th August

Chairman