

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
WAS HELD BY ZOOM ON 15th JUNE 2020

1. Present: Councillors: R. Case (Chairman); J. Cox; S. Parker; J. Whitford

2. Apologies: Nil

3. Minutes: The Minutes of the remote Committee Meeting held on 18th May 2020 was taken as read and will be signed as a true record at the next proper meeting.

Matters Arising:

Public toilets: It was **recommended** that the toilets remain closed until further notice. Review again in July if more guidance has been received.

5. Grievance procedures/Disciplinary Policy: Draft documents to be discussed at Policy & Finance

6. Safety of Staff: More gloves, handwash and masks to be ordered for all members of staff and it was **recommended** that they should wear these for their own protection.

7. Issues relating to staff:

Cllr Case reported on the Appraisals which had been held and stated that the meetings had been very positive. The Council would need to look at how all staff could be supported in the event of a further lockdown. Discuss again in August.

There was no training for staff available at the present time.

It was stated that the Council has a duty of care to all its employees and must be mindful of this.

At the present time the Groundsman and Assistant Groundsman cannot travel in the vehicles together and they are using their mobile phones to communicate. It was agreed to check that their contracts cover unlimited texts and calls and that they are not losing financially through this. If so the Committee would look at this again at a future meeting.

It was agreed that the Clerk should have a designated time for working undisturbed.

8. List of extra jobs for the staff: The Groundsmen to draw up a detailed list of their fortnightly work by 6th July. From this it will be seen what work they are doing from day to day as part of their terms of reference. This would show how much time was available for additional work.

They must be allowed to use their initiative for their routine work.

The groundsmen would appreciate regular meetings with a Councillor at least once a month.

After discussion it was **recommended** unanimously that the Council appoint someone who is separate from the Playing Fields and Box Hill Committees to act as a liaison with the staff. An on-going action list for the work would be drawn up and this would be prioritised and reported back to Personnel on a regular basis. The action list should show the date that the Committees agreed the work, when it was given to the staff and an end date.

It was agreed that a tighter procedure needs to be in place.

- 9. Work Experience:** Lackham College had still not re-opened. Very positive comments had been received from the staff as to the work of the student.

After discussion it was **recommended** unanimously that the student be offered a part-time contract for July and August to work up to a maximum of 24 hours a week. As the Council has a duty of care towards this student Cllr Cox agreed to take responsibility for him and it was agreed that he should not work on his own.

- 10. Accounts with retailers:** It was agreed to open accounts with Wicks and the Hardware store in Corsham. It had been explained to the Groundsman why, for his own protection, he could not be issued with a Council debit card.

- 11. Staff clothing:** Clerk to obtain quotations for more jackets, polo shirts and sweatshirts for the members of staff.

- 12. Training for Councillors:** Clerk to see if she can arrange a training session for all Councillors.

- 13. Date of next meeting:** It was agreed to hold an additional meeting on Monday 13th July

Chairman