



Broseley Town Council

Minutes of an Extraordinary Staffing Committee meeting
held at 7 pm on Monday 24 August 2020
by Zoom online video

Present:

Cllr. Phil Revell (Chairman), Cllr. Colette McCabe, Cllr. Michael Garbett.

In attendance:

Sharon Clayton, Locum Town Clerk

48/20 Chairman's Welcome

The Chairman welcomed everyone to the meeting.

49/20 Apologies for Absence

Apologies were received from Cllr. Simon Harris who was on holiday.

50/20 Minutes

The minutes of a meeting held on 23 July 2020 were considered for approval.

It was PROPOSED, SECONDED and unanimously AGREED that the minutes be signed and ADOPTED as a true record.

51/20 Disclosure of Pecuniary Interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interest maintained by the Monitoring Officer.

None declared.

Public Bodies (Admission to Meetings) Act 1960

Pursuant to Section 1(2) of the above Act it was **PROPOSED, SECONDED** and **RESOLVED** that due to the confidential nature of the business to be transacted the public and press should not be present.

STAFFING MATTERS

52/20 Clerk's Report

Members received a written update from the Locum Town Clerk on actions taken following the last Staffing Committee meeting.

NOTED.

53/20 Staffing Report

Members received a written report from the Assistant Clerk/RFO concerning library management and staffing costs. The library staff were working to a rota so that the library could be open for 3 days a week up until December 2020. The click and collect service was running smoothly.

NOTED.

During the lockdown period the library staff had undertaken training in Data Protection and cybersecurity. The internal auditor had been advised since on his last visit he had raised concern about GDPR standards in the library and in the Town Clerk's office. The Assistant Clerk recommended that staff in the Town Clerk's office and Councillors should undertake training on data protection and cybersecurity.

NOTED.

The library staff had raised the fact that, since their appointment on 1 July 2019, they had not been formally advised of their satisfactory probationary period which should have been ratified by the Council. As their line manager the Assistant Clerk advised that the library staff were competent, efficient and self-motivated and had no hesitation in affirming they had completed a satisfactory probation period and recommended that they be advised that their probationary period was complete.

NOTED.

54/20 Succession Planning

Members considered succession planning options for the groundsmen. Cemetery burials could not be carried out by one person and therefore there were health and safety implications to consider. However, if a contractor was appointed then they would be responsible for health and safety therefore removing the onus from the Town Council. The groundsmen were often under undue pressure when they had to deal with a large number of burials, a factor that is difficult to predict and manage. The Council was dependent on the groundmen carrying out their responsibilities without supervision and if the Council was to take on additional grounds maintenance this would add to their workload.

Concern was expressed about appointing an outside contractor and that a member of staff would provide a better service in terms of loyalty.

The Chairman advised that he had received advice from the Council's HR advisor which he was unhappy with and felt it was unhelpful because there was a lack of guidance on how to proceed with replacing the groundsmen should they leave.

It was PROPOSED, SECONDED and unanimously AGREED that the Assistant Clerk should have a conversation with the groundsmen to discuss future grounds maintenance.

55/20 Security

Members received information on security and key holding arrangements at the Library Building. Whilst the cleaner and Administration Officer had volunteered to attend callouts there was concern about them attending a callout on their own, especially at night.

It was PROPOSED, SECONDED and unanimously AGREED that quotes should be sought for a contractor to attend emergency callouts so that more options were available for consideration.

56/20 COVID-19 and Homeworking Arrangements

The Locum Town Clerk updated Members on the staffing arrangements in the library and the Town Clerk's office. The library staff were working to an agreed rota and the Administration Officer would cease homeworking once the children returned to school.

NOTED.

57/20 MUGA

Members considered for approval future payments for the MUGA staff.

It was PROPOSED, SECONDED and unanimously AGREED that the MUGA staff should continue to be paid during the COVID-19 lockdown and that advice should be sought as to how much they should be paid.

58/20 Apprentice/Intern

Members considered the appointment of an apprentice or intern. The Chairman had done some rough calculations and advised that an apprentice must work at least 30 hours per week with study time included. At £5 per hour it would cost in the region of £12,000 per annum. An apprentice would be able to carry out tasks that were too menial for qualified staff. The other alternative would be to engage an intern to work alongside the staff for a trial period.

It was PROPOSED, SECONDED and unanimously AGREED that the appointment of an apprentice/intern should be considered by full Council.

The meeting closed at 19:57.

Signed: _____

Date: _____

Chairman