

**NORTH HORSHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING
THURSDAY 16th JANUARY 2020 AT 7.30pm AT ROFFEY MILLENNIUM HALL**

CLERK'S REPORT

To be read in conjunction with the Agenda.
Numbers relate to the numbers on the agenda.

1. Public Forum.

Members of the public are invited to put questions or draw attention to relevant matters relating to the business on the agenda to the Committee's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

2. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

4. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Chairman's Announcements

There is nothing to report.

6. Financial Report to 31st December 2019

	Actual spend	Budget	Anticipated spend for nine months
Salaries/NI/Pensions	218,835	296,500	222,375
Childcare Vouchers	2,285	0	
Payroll Admin Charge	432	800	600
Staff Expenses/Mileage	1,636	3,000	2,250
Staff Training	350	1,500	1,125
Recruitment Advertising	0	250	187
Protective Clothing	117	400	300
Totals	223,655	302,450	226,837

Despite changes in working hours of two staff members, salaries are marginally less than anticipated for the nine months. An unanticipated one off cost of £500, agreed by the Parish Council, to enroll caretakers employed after July 2019 in the People's Pension Scheme and a one off additional cost from Capita to process the payments (not yet known) may take the agreed budget slightly over what was originally allocated.

Having a full complement of staff has reduced staff expenses as cover for hires at different buildings is not required. Training requirements are up to date and any additional training will be within the set budget. Protective clothing is issued as necessary.

7 Business continuity/ Succession Planning

The Parish Council's Business Continuity Plan identifies that the loss of the Clerk or Deputy Clerk would impact the Council and suggests that help may be available from the Surrey and Sussex Association of Local Councils (SSALC). SSALC has advised that any plans to cover potential loss of cover should be included in the Parish Council's Business Continuity Plan. The following is offered for consideration as an annex to the Business Continuity Plan.

Possible process to follow should a member of staff be off work due to long term illness.

Each absence should be considered individually and different action may be required depending on individual circumstances. The timings would be at the discretion of the Personnel Committee and the nature of the absence.

The following is for guidance only.

Short term ie up to 1 month

Existing staff to cover main activities ie preparing, covering and taking minutes for meetings, ensuring that e-mails are answered, following work schedules and processing invoices and payments, supervising staff. Hall cover may be necessary by other staff members or caretakers. The Council will be made aware that the office or halls are short staffed so new projects may need to be delayed.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are sent out and paid.

Medium term 1 month to 3 months

Arrangements to be made for a locum to cover meetings and to respond to emails. Existing staff to follow work schedules, process invoices and payments and supervise staff.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are paid. Consideration will need to be given to staff who may be covering a larger remit than normal and who are trying to support the locum.

Over 3 months.

Appoint locum to cover all work of the employee or increase the hours of part time staff if appropriate and they are agreeable. There may be a need to re-allocate work of existing staff to ensure full cover.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are sent out and paid. Other work will be necessary so that it doesn't get behind. Should a locum be appointed they should take on additional work to relieve staff members who may have stepped in to help whilst the locum settled in.

Possible process to follow should a member of staff resign.

There is a 3 month window to recruit and appoint a new senior staff member, therefore, as soon as possible after receiving the resignation, the Clerk or Chairman should contact SSALC to start the recruitment process. All staff have contracts, job descriptions and person specifications.

If possible the appointment should be made with sufficient time to allow the new staff member to overlap with the incumbent by a week to give a smooth handover.

It will be difficult to replace staff who have a one month notice period within that time frame, therefore as soon as possible after receiving the resignation the recruitment process should start and arrangements made for the key parts of the job to be covered whilst a new staff member is found.



North Horsham Parish Council

Business Continuity Policy and Plan

Business Continuity Policy Statement

The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption. North Horsham Parish Council's policy is to maintain the continuity of its critical core functions and where these are disrupted by any event to enable them to return to 'normal' operations as soon as possible, taking into account the impact of any delay on quality of service, reputation and finances.

Scope of the Policy and Plan

This policy and plan is intended to ensure:

- The concept of Business Continuity, the policy and approach is understood by the Council and its staff.
- That there is a clear framework to follow in the case of an emergency.
- That the Parish Council has taken reasonable steps to ensure that there will be as little disruption as possible to the Council (business) in the event of an emergency.

Responsibilities

North Horsham Parish Council as a corporate body is responsible for the Business Continuity Plan. The Chairman and Vice Charman are first responders in an emergency with the Clerk or Deputy Clerk and jointly, they will be responsible for initiating actions included in the Business Continuity Plan.

The Clerk, as Proper Officer has the delegated day to day responsibility for keeping the plan updated and taking the Plan forward to include lessons learned and good practice with support from the Council and staff members. The Clerk will be responsible for communicating the programme to Councillors and staff.

The Council will be responsible for ensuring there is adequate training for staff and ensuring that activities are completed through a monitoring system.

Aim of the Plan

This Plan provides the framework in preparation for the Council to cope with the effects of an emergency.

Objectives

- To define and prioritise the Critical Core Functions of the business
- To identify the emergency risks to the business and assess likelihood and impact
- To detail the agreed response to an emergency including first reactions, recovery objectives, structure for implementation, monitoring, follow up procedures and communication processes.
- To identify key contacts during an emergency.
- To keep the information within the Business Continuity Plan updated and to review procedures at least bi-annually.

Critical Core Functions of the business

- The Parish Council Office which administers the halls by taking bookings, raising invoices, receiving payments, financial recording, communication with potential hirers, residents and other bodies, servicing meetings and assisting the public.
- Roffey Millennium Hall (which includes the Parish Office)
- North Heath Hall
- Holbrook Tythe Barn
- Multi Courts

Other services that could be affected

- Amberley Close allotments
- Amberley Close play area and open space
- Holbrook Tythe Barn play area and open space
- Birches Road play area and open space
- Earles Meadow play area and open space
- Multi courts
- Bus shelters
- Street lights
- Notice boards
- Litter and dog bins
- Litter picking.
- North Horsham Friendship Club

Emergency Risks to the business

- Fire
- Flood
- Theft/ break in.
- Equipment failure
- Staff illness (epidemic)
- Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death
- Death or Serious injury to member of staff whilst carrying out Council duties
- Extreme weather

Risk Analysis

Area V	Risk and mitigation >	Risk Likelihood/ Impact	Mitigation measures.	Further actions
Loss of building due to fire.		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire alarm with frequent tests/ Insurance Fire extinguishers.	
Loss of equipment due to fire, flood, equipment failure or theft		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Insurance.	
Loss of important documents due to fire, flood or theft.		Low/ Medium	Electronic documents backed up and back up kept off site. Land registry documents etc. can be sourced from national repositories. Many records are scanned or held electronically Some key documents are on the Parish Council website.	Continue with a programme of scanning documents to be kept electronically.
Loss of Council computer files due to fire, flood, breakdown or theft.		Low/ Medium	Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Electronic documents backed up and back up kept off site. Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Professional IT company to give support	
Staff illness.		Low/ High	Employment law to support staff is in place ie 11 hour breaks. Staff welfare is monitored by managers.	
Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death		Low/ Medium	Sussex Association of Local Councils or Horsham District Council may provide support.	The Council may wish to consider succession planning. *

Death or Serious injury to member of staff whilst carrying out Council duties.	Low/ High	Safe systems of working, equipment is serviced regularly and staff training is undertaken. H&S legislation is observed and enshrined in Policy.	
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