

NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ONLINE ON THURSDAY 23RD JULY 2020 COMMENCING AT 7.30PM

Present: Cllr A. Britten , Cllr D. Mahon, Cllr T. Rickett B.E.M., Cllr S. Torn, Cllr R Turner and Cllr S. Wilton.

* denotes absence

In attendance: Parish Clerk - Pauline Whitehead BA(Hons) FSLCC and Deputy Clerk - Vivien Edwards.

PER/197/20 Elect a Chairman

One nomination for the Chairman role was declined. Following nomination from Cllr Torn and being seconded by Cllr Wilton, Cllr A Britten was elected Chairman of the Committee.

PER/198/20 Elect a Vice Chairman

Following nomination from Cllr Britten and being seconded by Cllr Turner, Cllr T Rickett BEM was elected Vice Chairman of the Committee.

PER/199/20 Public Forum.

There were no members of the public or press in attendance.

PER/200/20 Apologies for absence.

There were no apologies for absence.

PER/201/20 Minutes.

The Minutes of the meeting held on 16th January 2020 were agreed and will be signed by the Chairman as being a correct record at the earliest opportunity.

PER/202/20 Declarations of Interest.

There were no declarations of interest.

PER/203/20 Chairman's Announcements.

The following announcements by the Chairman were noted.

1. Staff changes in response to the Covid-19 outbreak have been reported at full Council. All full time staff are working from home, coming into the office only when necessary and taking all necessary sanitary precautions. The Facilities Officer continues to work part time inspecting the buildings, covering the caretakers and undertaking other duties as required. Three caretakers are working to cover the halls. Two caretakers who are also Litter Wardens are working to cover litter duties, but are furloughed for their caretaking hours. One caretaker and a member of the office staff are furloughed.

2. A revised pay offer has been tabled by the Local Government employers to the Unions. This is for a 2.75% increase from 1st April 2020 and an additional day's leave, which would increase the minimum entitlement to 22 days.

3. From 20th April 2020 the Parental Bereavement (Leave and Pay) Act 2018 provides for a period of two weeks' leave for employees following the loss of a child under the age of 18 or a still birth after 24 weeks of pregnancy. Employees with 26 weeks continuous service will be entitled to paid leave at the statutory rate and other employees will be entitled to unpaid leave. The change has been reflected in the Parish Council's Absence Management Policy which was due for review and was tabled for consideration later on the agenda.

PER/204/20 Review of Finances to 30th June 2020

Financial Report from 1st April 2020 to 30th June 2020:-

	Actual spend	Budget	Anticipated spend for three months
Salaries/NI/Pensions	72,125	305,800	76,450
Childcare Vouchers	508	0	0
Payroll Admin Charge	0	800	200
Staff Expenses/ Mileage	77	2,500	625
Staff Training	0	1,500	375
Recruitment Advertising	0	250	63
Protective Clothing	0	400	100
Totals	72,710	311,250	77,813

Expenditure on staff salaries is lower than predicted. The figures don't include any potential pay increase. There has been no need for any overtime. It is hoped that money will be reimbursed from HMRC for those who have been furloughed, which will reduce the staff pay outgoings. There are fewer expenses as the halls aren't open. Staff have ready access to Personal Protective Equipment including sanitising spray and hand gel, gloves and masks. The funding for these has been taken from the cleaning budget to date.

PER/205/20 Policies

The Committee **RECOMMENDED** that the reviewed **Absence Management Policy, Communications Policy, General Information and Workplace Rules, General Privacy Policy and Terms and Conditions of Service**, circulated with the agenda, be put before the full Council at its next

meeting.

PER/206/20 Exclusion of Press and Public

It was **RESOLVED** to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item related to staff matters.

PER/207/20 Staff matters

a. The Committee **AGREED** the list of staff salaries for 2020/21 and it was **RESOLVED** that the list be signed by the Chairman.

b. It was **RESOLVED** to keep poor time keeping records of a staff member on file, to close the issue of poor time-keeping during homeworking and to monitor the situation again when the employee is in the office.

c. Work is being undertaken to re-open Holbrook Tythe Barn from 1st August 2020 and to take start taking hires for North Heath Hall during August 2020 whilst the nurseries are not in operation, with a view to extending that facility into September and onwards if possible. Consideration was given to the comprehensive risk assessments that have been undertaken and government guidance to determine the staffing levels required during that period. Further guidance is being taken to put in place measures required to re-open Roffey Millennium Hall, but the time scale is not known.

Government guidance recommends working at home wherever possible, so whilst office staff are visiting the office to collect post, pick up messages and do necessary tasks in readiness for meetings, there are no plans to return on a full time basis at the moment. This is under constant review.

The Government Job Retention Scheme closes on 31st October 2020 and the terms change on a monthly basis to that date. From August 1st 2020 the employer pays the full National Insurance and Pension contributions. In September 2020 the government will pay 70% of the employees wages, with all other contributions being met by the employer, this will reduce to 60% in October 2020.

The Committee noted the re-opening arrangements for the halls and the arrangements for returning to the office.

The Committee **AGREED** to furlough three caretakers and the Administration Clerk for August 2020 and September 2020 with a three day notice recall at a pay rate of 80%.

d. Employers are lawfully responsible for the health and safety of all

employees, including those working from home. ACAS note that due to the emergency nature of the Covid-19 lockdown, it was unlikely that employers were able to carry out the usual health and safety risk assessments at an employee's home. Parish Council staff have been given guidance on ways to minimize risks to their health and safety whilst working from home and encouraged to communicate any issues or concerns to their line manager. The Committee Clerk has been given a work laptop and a work telephone. The Administration Clerk has a work laptop. Other employees are using their own equipment. All Parish Council equipment has been PAT tested and will be included in the next round of PAT testing due to take place in the next couple of months.

The staff team has regular video meetings and the Deputy Clerk keeps in contact with the caretakers by telephone, both methods of communication include furloughed members of staff.

The Committee noted the measures that had been put in place for those working from home and keeping in touch with all staff.

e. The Committee considered the potential impact to Parish Council business if staff elected not to take their holiday entitlement during the summer months of 2020 and instead use it in early 2021.

The Committee encouraged all staff to seriously review how much holiday they have left and to book time as soon as possible. As usual this will be on a first come, first served basis.

The usual arrangement of carrying over 5 days holiday or the pro-rata equivalent at the discretion of the Clerk will stand at the end of the holiday year in March 2021.

The Parish Council accepted that staff may wish to take holidays overseas and may have to quarantine on return and that each case would be looked at on its own merits.

PER/208/20 Next Meeting

The next Personnel Committee Meeting is scheduled for 1st October 2020.

There being no other business, the Chairman closed the meeting at 8.15 p.m.

..... Chairman

..... Dated