

Bakewell Town Council

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A Staff Committee Meeting of the Town Council held remotely at 4pm on Wednesday 10th June 2020

Minutes

Non Confidential items

- 4684/20 **Present**
Cllr Steve Edwards, Cllr Alyson Hill, Cllr Bill Storey
- 4685/20 **To receive and accept apologies for absence**
Resolved: To accept apologies from Cllr John Boyle.

Apologies had also been received from Cllr Paul Morgans and Cllr Hilary Young
- 4686/20 **Chair's announcements**
Cllr Bill Storey welcomed everyone to the meeting which is being held under the auspices of minute 4667/20(a).
- 4687/20 **Variation of order of business**
It was not considered necessary to vary the order of business.
- 4688/20 **Declaration of Members Interests**
Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the Town Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member her/his partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at that time.
None received.
- 4689/20 **Items in Exclusion**
To consider whether any items should be discussed in exclusion of the public and press.
It was not considered necessary to take any items "in exclusion".

4690/20 **Public Speaking**
A period of not more than 30 minutes will be made available for members of the public and members of the Council to comment on any matter
None received.

4691/20 **Matters for decision**
To review the following and to make recommendations to full Council:
(a) To review Clerks contract
Resolved: To recommend retention of current contract.

(b) Hours worked by Clerk, flexible working, home working and office closed to public periods

At the point of office close down due to COVID-19 pandemic 21 hours of TOIL and 56 hours leave were due to the Clerk. With the approval of line management this was taken in small amounts over March and April. This meant that during a rapidly changing situation information continued to be communicated to the Council in a timely manner and that leave was taken.

The Clerk has been working from home for BTC since 17th March 2020 (minute 4649/20 refers) with periodic visits to the office to collect post and documents (see "Health and Safety" below).

Closure notices have been posted and the answerphone directs callers to the Clerk's own mobile phone. The answerphone is regularly checked for "stray" messages.

The hours worked by the Clerk were discussed.

Resolved: To make no recommendation for changing the Clerk's hours.

(c) Support for Clerk/barriers to working

Since the last Staff Committee meeting held on 17th September 2020 there have been a number of high profile projects including

- Christmas Lights switch-on
- Financial Regulation Review
- Flooding
- Hanging Basket (policy)
- Mayor's Civic Service
- Neighbourhood Plan
- Parsonage Field
- Woodland Management

Covid-19 has not proved a barrier to working, but it has affected it in a number of ways and some aspects of the way we work have changed significantly (e.g. remote meetings). In some areas of work speed of response from other authorities has improved, but in other cases are non-existent. Getting answers continues to be patchy.

Resolved: To continue to monitor progress.

(d) Time off in lieu - current position

Nil; TOIL has been managed across the period and has not exceeded the management notification threshold of 22h12m (three standard days).

Resolved: To note the current position and the action taken to manage TOIL.

(e) Annual Leave current position

No leave has yet been taken from the current year allocation (leave year begins on 1st April). This will be regularly reviewed.

Resolved: To note the current position and the action to be taken to manage Annual Leave.

(f) Staff development and training needs

The Clerk attended

- The annual DALC Seminar on Thursday 12th March 2020 at Alfreton Hall.
- DALC Clerk's update and discussion remote meetings

The Clerk has undertaken the provision and set up of remote Town Council meetings

Resolved: To consider further training/development requests as they arise.

(g) Items arising relating to:

Health and Safety

The spread and implications of the COVID-19 virus from epidemic to pandemic has been monitored and the dynamic risk assessments have taken place and an action plan made to reduce risk.

The use of communal facilities in Town Hall with potential exposure to the virus and the carrying out of routine duties or attendance at events were particular concerns.

Assessments were specifically made for attendance at the DALC Seminar and for the Mayor's Civic Service.

Following HM Government advice the Town Council approved the closure of the Clerk's Office from the close of business on 16th March 2020. The restrictions were formalised from 23rd March 2020 and the Clerk continues to work from home to date.

Disability, Medical, Personal, Work Life Balance

Resolved: To record issues arising in the Staff File.

(h) Clerks' appraisal

Resolved: To complete the appraisal within fourteen days.

4692/20

Risk Assessment

To consider risk assessment/insurance implications for items approved this meeting.

Discussion took place on workplace risk assessments for the return to office based working within the "public building" setting of Town Hall. The Clerk said that a number of generic assessments were available from insurers and the National Association of Local Councils. In view of changing regulations it was felt that a risk assessment should be undertaken closer to the time that a return is envisaged, and to be kept under regular review.

The meeting closed at 5.09pm