

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 2 JULY 2020 VIA VIRTUAL MEANS

PRESENT: Councillors Bannister, Eakin, Harvey, Knight, Vesma (Town Mayor and Chair)

ALSO PRESENT: Angie Price – Town Clerk

R62. APOLOGIES

No apologies were received.

R63. DECLARATIONS OF INTEREST

No declarations of interest were received.

R64. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE HELD ON 16 JANUARY 2020

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 16 January 2020 be approved and signed as a correct record.

R65. TERMS OF REFERENCE

RESOLVED:

That the Terms of Reference for the Resources Committee be approved, subject to consideration of the Corporate Plan.

R66. TIME OFF IN LIEU

RESOLVED:

That Members receive and note the Town Clerks accrued TOIL with effect from 7 January – 31 May 2020.

R67. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee was scheduled for 3 September 2020.

R68. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the

confidential nature of the business about to be transacted, in the public interest the press and public were excluded from the remainder of the meeting.

R69.

STAFFING RESOURCE/OUTCOME OF A MEETING OF STAFF WITH THE MAYOR AND UPDATE ON PROGRESS IN RELATION TO THE STAFFING/ORGANISATIONAL REVIEW

Councillor Howells, former Town Mayor, provided Members with an overview of a report he had provided to the Committee following a meeting between himself and members of staff, drawing their attention to recommendations made within the Clerk's report as a result of that meeting. Following the update Councillor Howells left the meeting to allow members of the committee to consider the content and recommendations within the agenda item.

Members consider that the commencement of the staff/organisational review had superseded some of the recommendations, noting that the emergence of Covid-19 had obstructed the consideration of the report at the postponed March meeting of the committee.

The Committee expressed their gratitude to Councillor Howells for meeting with staff and listening to them, however Councillor Harvey reminded Members that neither he or Council were responsible for day to day staffing issues, and that this was the responsibility of the Clerk.

Following considerable discussion, it was **RESOLVED:**

1. That the request for Members to reconsider the decision taken at its meeting on 6 February 2020, in respect of the three recommendations, as listed in the Clerk's report, in respect of post holder 50, had been superseded by the commencement of the staff/organisational review.
2. That it be noted that the Clerk should meet with post holder 35 to discuss arrangements for their required qualification, setting a realistic timescale, and that they are not registered for this until such time they have completed 50% of the course work.
3. That having reviewed the matter of the restriction on the relevant post holder being paid 75% of the Clerk's salary the committee recommend that the restriction be removed.
4. That with regard the request to give consideration to an uplift in salary in respect of post holder 35, Members agreed to defer any decision on pay rises until the completion of the organisational review.

R70.

UPDATE ON PAINTED ROOM

Members were provided with an update on the progress of the Tour Guides in preparing the Painted Room for re-opening on Saturday, 4 July. The Clerk advised that they had been working hard to ensure that social distancing measures were in place, and that they had prepared an excellent risk assessment, and made arrangements with office staff to purchase masks and hand sanitiser. The Clerk also advised that they had spent time making recordings of their presentations to avoid having to make them in person along with many other changes and preparations. The Clerk informed Members that she believed the Painted Room could be re-opened safely, subject to all the measures being carried out.

Members thanked the Tour Guides for all their hard work to get to the point that they would be able to re-open the Painted Room and it was **RESOLVED:**

1. That the Painted Room would re-open on Saturday, 4 July 2020, subject to the measures being put in place being adhered to.
2. That the Clerk thank the Tour Guides, on behalf of the Council, for all their hard work in putting in place the social distancing measures.

R71.

HEALTH AND SAFETY ISSUES

Members were made aware of a serious health and safety issue that occurred recently and the action taken by the Clerk and Deputy Clerk to ensure that this will not reoccur.

It was noted that the Clerk advised that a review of all risk assessments was being undertaken and that this had identified a number of areas that needing improving in relation to health and safety matters within the Council.

They were also made aware of a continuation of a staffing matter that needed to be resolved and after considerable discussion it was **RESOLVED:**

1. That should there be a recurrence of the health and safety issue raised with members in the future senior officers take appropriate action as they deem necessary.
2. That the Clerk should continue with the process recommended by the Council's HR Advisers in relation to the staffing issue raised with them, and that it should be noted that whilst they are grateful for the Clerk bringing the issue to their attention, Members are reminded that it is not appropriate for the committee to become

involved with staffing matters, other than those which involve the Town Clerk, who is line managed by the Mayor and Deputy Mayor.

R72. SUSPENSION OF STANDING ORDER

RESOLVED:

To suspend Standing Order 7a for 30 minutes to enable the remainder of the business of the committee to be considered.

R73. STAFF CONTRACTS

The Clerk had provided a report advising that there was a need to review staff contracts following the discovery of a particular issue around working hours and pay. However, the Clerk advised that this issue would be addressed as part of the Staff/Organisational review.

RESOLVED:

That the issue in relation to staff contracts would be dealt with as part of the staff/organisational review.

R74. OPERATIONAL REVIEW

Members were provided with an update on the progress of the staff/organisational review.

The Clerk advised that the person undertaking the review had asked for consideration to be given as to how many councillors they should speak to, in order to acquire information on the council and its aspirations going forward.

RESOLVED:

That all Councillors be offered the opportunity to speak with the person undertaking the staff/organisational review.

The meeting ended at 21.46 pm.

Signed

Dated

RESOURCES COMMITTEE - ACTION SHEET

16.01.2020

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R57	That the item in respect of the grave digger be deferred to the next meeting of the E & L Committee	TC	20.02.2020	Grave digger unavailable due to personal reasons - will need to revisit in 2020/21 Municipal year	Deferred

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R69(1)	That it be noted the request for Members to reconsider the decision taken at its meeting on 6 February 2020, in respect of the three recommendations, as listed in the Clerk's report, in respect of post holder 50, had been superseded by the commencement of the staff/organisational review.	No Action			Completed
R69(2)	That it be noted that the Clerk should meet with post holder 35 to discuss arrangements for their required qualification, setting a realistic timescale, and that they are not registered for this until such time they have completed 50% of the course work.	TC/DTC		To be discussed with Post holder	In progress
R69(3)	That having reviewed the matter of the restriction of the relevant post holder being paid 75% of the Clerk's salary the committee make a RECOMMENDATION to Council that the restriction be removed.	TC		To be considered at Full Council on 30.07.2020	In progress
R69(4)	That with regard the request to give consideration to an uplift in salary in respect of post holder 35, Members agreed to defer any decision on pay rises until the completion of the organisational review.	TC		Awaiting outcome of staffing/organisational review	In progress
R70(1)	That the painted room re-open on Saturday, 4 July 2020. subject to the measures being put in place being adhered to.	Painted room staff	04.07.2020	Painted room re-opened as planned	Completed

R70(2)	That the Clerk thank the Tour Guides, on behalf of the Council, for all their hard work in putting in place the social distancing measures.	TC	04.04.2020	Thanks passed onto painted room staff	Completed
R71(1)	That should there be a recurrence of the health and safety issue in the future senior officers take appropriate action as they deem necessary	TC/DTC		To be considered if a recurrence of issue	Completed
R71(2)	That the Clerk should continue with the process recommended by the Council's HR advisers in relation to the staffing issue raised and that it should be noted that whilst they are grateful to the Clerk for bringing the issue to their attention, Members are reminded that it is not appropriate for the committee to become involved with staffing matters, other than those which involve the Clerk, who is line managed by the Mayor and Deputy Mayor	TC		Ongoing with support from HR Advisers	
R73	Noted that the issue raised in relation to staff contracts should be dealt with as part of the staff/organisational review	TC		To be considered as part of staff review	Completed
R74	That all Councillors be offered the opportunity to speak with the person undertaking the staff/organisational review			All councillors sent an email from RW to arrange times if they wish to speak with him	Ongoing