



Minutes of an extraordinary meeting of the Human Resources Committee held virtually on Zoom platform Thursday 16 July 2020 at 4pm.

Councillors present:

Desna Allen
Pete Bishop
Teresa Hutton
Nina Phillips
Sandie Webb

Richard Bambury
Jenny Budgetell
Andy Phillips
David Powell

Officers present: Mark Smith, Chief Executive
Barry Pirie, Director of Community Services
Nick Rees, Director of Resources
Heather Rae, Democratic Services Manager
Gillian Ballinger, Finance Manager
Helen Bywater, Corporate Support Officer
Michael Weeks, Democratic and Civic Officer
Ann Chard, Administrative Services Officer - Planning
Andy Conroy, Planning Officer

Public present: There was one member of the public present.

PUBLIC QUESTION TIME

There were no written or verbal questions from any member of the public.

Mayor of Chippenham, Councillor Teresa Hutton in the Chair

1. APOLOGIES FOR ABSENCE

There were no Apologies of absence received from Councillors.

2. NOTIFICATION OF SUBSTITUTION

No notifications of substitution were received.

3. DECLARATION OF INTEREST

No declarations of interest were received.

4. **ELECTION OF CHAIRMAN**

Councillor Sandie Webb was nominated as Chairman by Councillor Nina Phillips and was seconded by Councillor Pete Bishop and with no other nominations it was

RESOLVED that

Councillor Sandie Webb be elected Chairman of the Human Resources Committee for the municipal year 2020/2021.

Councillor Sandie Webb in the Chair

5. **ELECTION OF VICE CHAIRMAN**

Councillor Desna Allen was nominated as Vice Chairman by Councillor Sandie Webb and was seconded by Councillor Jenny Budgell and with no other nominations it was

RESOLVED that

Councillor Desna Allen be elected Vice Chairman of the Human Resources Committee for the municipal year 2020/2021.

6. **MINUTES**

To approve as a correct record and to sign the minutes of the meeting held on Thursday 06 February 2020.

RESOLVED that

The minutes were approved as a correct record and will be signed by the Chairman at a later date.

7. **CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements from the Chairman.

8. **NOTE ALL HUMAN RESOURCES DECISIONS MADE UNDER DELEGATION**

The Chief Executive presented the list of all Human Resources decisions that were made under delegated authority by the Chief Executive during the period 17 March to 16 July 2020.

RESOLVED that

Councillors noted the list of Human Resources decisions made under delegated authority throughout the period 17 March to 16 July 2020.

9. **VERBAL UPDATE FROM CHIEF EXECUTIVE ON IMPACT OF COVID-19 AND FUTURE PLANS**

The Chief Executive updated the Committee verbally noting that staff had been both working from home or at work physically since the start of lockdown. In addition on 1 July the transfer of services and assets from Wiltshire Council to the Town Council was completed including four Idverde employees to the Environmental Services Team. Work has been continuing at Stanley Park Sports Ground, Neeld Community and Arts Centre, Museum, Town Hall. No staff were furloughed under the government's scheme.

It was highlighted that the Corporate Management Team had met daily, the Extended Corporate Management Team had met monthly in addition to one to one and team meetings. Government guidelines, information about hygiene, risk assessments, access to mental health support and occupational health had been circulated to all staff. Mandatory online COVID-19 training for all staff had been put in place before returning to the building safely. Reception will open on Friday 17 July 2020.

Prior to lockdown, the Council was on a trajectory to being more flexible, focusing on output rather than being physically present. Many staff have laptops with the opportunity to work remotely and flexibly. The Chief Executive expressed his pride in all employees for how they have responded to the COVID-19 pandemic.

Councillor Jenny Budgell asked for clarification on whether any staff had been furloughed and why the government scheme was not taken advantage of for casual staff. The Chief Executive confirmed that no staff had been furloughed and noted that there was a lack of clarity on eligibility at the time and that the casual staff were needed.

Councillor Desna Allen noted that the verbal update demonstrated that staff had been engaged and will return to the building at a future date.

Councillor Nina Phillips noted that the press has asked her why security staff had been employed for reception for four days. The Chief Executive noted that when officers looked at the best way to re-open it was decided to engage an accredited security person in the same way as supermarkets to protect our staff, residents and customers that come in as a precautionary measure.

RESOLVED that

Councillors noted the verbal update from the Chief Executive.

10. **ITEMS FOR COMMUNICATION**

Councillors did not request any specific items for communication.

11. **DATE OF NEXT MEETING**

The next meeting date of this Committee will take place on Thursday 03 September 2020.

12. **EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED that

“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2”.

One member of the public left the meeting.

13. **ENVIRONMENTAL SERVICES RESTRUCTURE PROPOSAL**

The Director of Community Services presented the confidential report to Councillors regarding the Environmental Services Restructure Proposal. It was noted that there were no budgetary risks or pressures associated with the restructure proposal or moving forward and an external HR consultant had been engaged.

With all in favour it was

RESOLVED that

Councillors supported the evaluation of the roles and all re-grades were agreed with effect from 1 April 2020.

The meeting closed at 4.30 pm.

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date