

MINUTES
of the online HR Committee
held on Monday 6th July 2020 at 7.00pm

Membership:

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| Cllr Brett (East)* | Cllr Nicklin (West) * |
| Cllr Fraser (West)* | Cllr Robbins (East)* Chairman |
| Cllr Jeffries (Copheap) * Vice-Chairman | Cllr Ridout (West)* |
| Cllr Macfarlane (West)* | |

Key: * Present A Apologies AB Absent

In attendance:

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer, Stuart Legg, Park and Outdoor Spaces Manager.

HR/20/001 Apologies for absence
None

HR/20/002 Declarations of Interest
None

HR/20/003 Minutes
20/003.1 The minutes of the HR Committee meeting held on 16th March 2020; copies of these minutes had been circulated and Standing Order 12.1 provided that they may therefore be taken as read.
Proposed: Cllr Nicklin Seconded: Cllr Ridout
1 abstention.
Resolved: Approved

20/003.2 Matters arising from the minutes of the HR Committee meeting held on 16th March 2020. The clerk advised members that the Covid19

items resolved by members, HR/19/053 Corona Virus refers, had been actioned and that some areas including the play areas were preparing for re-opening. **Members noted.**

HR/20/004 Chairman's Announcements

Cllr Robbins advised members that he, the Vice Chairman of Council and the Clerk held a weekly 8.30am Monday meeting. He was pleased to report that these were going very well, an excellent exchange of information and update on ongoing council issues. Cllr Robbins added that he produces notes from these meetings which are available for all.

HR/20/005 Questions

No questions from members of the committee had been submitted to the clerk in advance of the meeting.

Standing Orders were suspended to allow for public participation.

HR/20/006 Public Participation

There were no petitions, deputations or statements.

Standing Orders were reinstated following public participation.

HR/20/007 Health and Safety

The HR committee has responsibility, under its Terms of Reference for the management of the risk assessments. The regular reports, which have been carried out on a monthly, ad hoc and quarterly basis since the start of the municipal year are completed and areas for discussion were outlined and sent to members, in review sheets for the period:

October 2019 – March 2020 inclusive.

March – to date Covid19 risk assessment.

The clerk advised members that the play areas were due to open shortly, however, over the weekend most of the areas had been accessed, locks broken, or ties and safety notices removed. The areas were due to open this week, with permanent safety notices in place and twice weekly cleansing sessions organized.

Members thanked the clerk for the updated. It was noted that the skatepark had been very busy over the weekend. Stuart Legg responded that Covid advice signs had been repeatedly removed from the site but were replaced on a regular basis. The replacement routine would continue. It was further commented by a member that the Government advised that play areas should be cleaned after every use. Officers advised that the government advice was, 'do what you can locally': risk assessed at a local level. Wiltshire was generally a Covid low risk area, the council were providing good signage and cleaning twice a week. Members agreed that the council was doing what could be reasonably expected and that this should be included in any press releases.

Members noted the reports.

HR/20/008 Renewal of council's HR consultancy contract

The council had used the consultancy services of the HR Dept for over four years. The service included, but not exclusively, telephone advice, regular meetings, employment law updates, attendance at council meetings. Full details were contained within the service agreement which had been distributed for members perusal. There were no cost increases for 2020 – 2021 and the fee remained £200 per month, £2,400 per annum. Members noted that the service had been good, and that continuity was important. It was noted that next year, contracts would come up for review and further quotes could be sought then and perhaps a contract for a four-year term could be negotiated.

Proposed: Cllr Nicklin, Seconded: Cllr Jefferies

In favour: 5, Abstentions: 2.

Resolved: To appoint the HR Dept as the council's employment consultants from June 2020 – June 2021 inclusive.

HR/20/009 Employer Local Government Pension Scheme contributions 2020 – 2023

Members noted.

HR/20/010 National Minimum Wage (NMW) and National Living Wage (NLW)

Members noted.

HR/20/011 Communications

20/011.1 Press release: safety of play areas and that the council were doing all that can be reasonable expect in line with government advice.

20/011.2 Members agreed that the Chairman of Park and Recreation Cllr Brett would be the spokesperson.

Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

HR/20/012 Members received legal advice and confidential staffing information.

**The next scheduled meeting for this committee is:
Monday 5th October 2010, 7pm at the Civic Centre.**

Minutes from this meeting will be available to all members of the public either from our web site www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.