

8th October 2018

Dear Councillor

HR COMMITTEE
15th October 2018 at 7.00pm

You are summoned to attend a meeting of the above committee to be held at Warminster Civic Centre, Sambourne Road, Warminster.

Cllr Jeffries (Copheap) Vice-Chairman	Cllr Nicklin (West) Chairman
Cllr Macfarlane (West)	Cllr Robbins (East)

Copied to all other members for information.

Members of the public are welcome to attend meetings of Warminster Town Council and its committees, unless excluded due to the confidential nature of the business.

Yours sincerely



Town Clerk and Responsible Financial Officer

A G E N D A

- Apologies for absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
- Declarations of Interest**
To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.
- Minutes**
3.1 To approve as a correct record, the minutes of the HR committee meeting held on Tuesday 2nd October 2018; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the HR committee meeting held on Tuesday 2nd October 2018.

Standing Orders will be suspended to allow for public participation

4. Public Participation

To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations.

Standing Orders will be reinstated following public participation

5. 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 are outlined in the attached review sheet for the periods April – June and July – September 2018 inclusive. **(See attached).**

To approve the submitted reports and any actions contained therein.

6. HR Department: Fee Proposal

To assist in the administration of the seasonal staff between 1st April – 31st September the HR Department will provide additional confidential administrative support in relation to starters forms, contracts, pensions, leavers forms and any ad hoc requests. This additional resource is required owing to the growth in numbers of seasonal staff. **(See attached).**

This additional amount will be incorporated into the 2019 – 2020 revenue budget.

Members are requested to resolve to accept this proposal.

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.

7. Staffing Matters

To receive for decision staffing issues contained within the Clerk's report **(to be forwarded).**

The public and press will be invited to return to the meeting after item 7 has been completed.

8. Communications

8.1 The members to decide on items requiring a press release.

8.2 The members to confirm their spokesperson for any item listed on the agenda to report on the Council's decision if required.

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.

THIS PAGE LEFT BLANK

Municipal Year 2018–2019: Q1

Risk Assessment – outstanding actions from quarterly review, April-June 2018

BLACK: notes from last meeting **RED: update from last meeting** **BLUE: new items**

Cemeteries/Churchyards

- There are still unresolved issues with Minster churchyard. The Clerk held a meeting with officers from Wiltshire Council to ascertain where responsibility for the churchyard currently lies; researched historical information dating back to 1985 when the churchyard was closed and the Parochial Church Council (PCC) sought to transfer the upkeep to the local council. This matter will require a decision in due course, and the Clerk will continue to seek clarification and resolution from Wiltshire Council.

Community Centres

Civic Centre

- The flooring in the men's toilets is lifting because of a leaking pipe within the concrete floor. This is not a leak, but a problem with the glue. Matter in hand to repair. **Matter on hold.**
- **ATC Drainage inspected the ladies toilet and removed tree root from the outside drain and jetted. Problem resolved.**

Data Protection

- New Data Protection Policy and privacy notices in place to comply with General Data Protection Regulation, coming into force 25th May 2018. **Completed**

Dewey House

- There is a leaking window at Dewey House which has affected the wall in the Foodbank storeroom which needs replastering and painting. The replastered walls were painted before being sufficiently dry so the new plaster has blown in places. **Completed**
- **The curtain in the main hall has come off its track and needs reattaching.**

Employment of Staff

- Retirement of Administration Officer in May; restructuring of administration team. Interviews held for Assistant Town Clerk. **An Assistant Town Clerk has been appointed, commencing on 2nd July 2018.**

Open Spaces

- **Skatepark – Ramps needed repairs after metal lifted. Repairs undertaken to ramps to fix down metal plates. The concrete at bottom of roll-in had been chipped away, the damaged area has been replaced.**
- **The paddling pool safety surface had gaping holes caused by the alternating hot and cold weather which results in the surface expanding and contracting. Patching has been undertaken regularly to close the trip hazard.**

Street/Footway Lighting

- The lights in the Lake Pleasure Grounds are still coming on and off too early. A solar system is being investigated to ensure lights provide dusk until dawn illumination.

THIS PAGE LEFT BLANK

Municipal Year 2018–2019: Q2

Risk Assessment – outstanding actions from quarterly review, July-Sept 2018

BLACK: notes from last meeting **RED:** update from last meeting **BLUE:** new items

Cemeteries/Churchyards

- There are still unresolved issues with Minster churchyard. **The Clerk held a meeting with officers from Wiltshire Council to discuss and formalise responsibilities. This matter is still on-going.**

Dewey House

- The curtain in the main hall has come off its track and needs reattaching. **The curtain has been removed, new hooks attached and it is awaiting re-hanging.**

Open Spaces

- **A mobile static CCTV camera has been purchased and is in use over the Elizabeth Collyns Gardens.**
- **The paddling pool is now closed for winter. Both the pool surface and the safety surface surrounding the pool have a number of trip hazards. Some areas have been cordoned off to manage the risk from damaged surfaces, but these are only a temporary solution. Devolved Assets and Services Committee will have to decide on the future plans for the pool which in turn will influence the way future risk is managed. Officers are currently preparing a paper for the committee on options for the area.**
- **The skatepark is still open, weekly safety checks are being undertaken.**

Public Conveniences

- **The lock in the ladies Toilets in central car park was repaired after complaints it was sticking.**
- **The Lake Pleasure Grounds toilet door repair is still subject to an insurance claim.**

Street/Footway Lighting

- The lights are still coming on and going off too early. A solar system is being investigated to ensure lights remain on from dusk until dawn. **The lights have been fitted with new passive infrared sensors (PIRs, i.e. motion sensitive sensors) and timers. The matter is resolved.**

THIS PAGE LEFT BLANK

25th September 2018

Warminster Town Council (WTC)

Fee Proposal – HR Dept – Central Dorset & West Wiltshire

Admin Support to Cover Seasonal Help – 1st April – 30th September 2019

Further to our meeting held on Monday 24th September 2018 I can confirm that the following elements were discussed:

Support to help with the HR administration of the temporary staff for the season of 2019, in particular, the following:

1. New Starter Form – for the HR Dept to produce contracts and send copies out to the candidate and a copy for the Council to file.
2. Fill in WTC Pension New Starter Joining Form and make sure the new starter to be enrolled on the WTC chosen Pension Provider. Copies of paperwork to be sent to the Council to file.
3. To make sure that candidates have given the correct information for 2 work or personal references and for the HR Dept to request these references and chase. Once Reference has been completed to make sure that WTC is in receipt of the copy for their files.
4. When a seasonal employee leaves make sure that the WTC are aware so that they can complete an Exit Interview. HR Dept to complete Leaver Form so that they are removed from Payroll and the Pension provider is informed.
5. Any other Ad Hoc duties as requested by the Council

Fees and Payment Terms

Each month from April until September 2019 the HR Dept will invoice WTC for the work that has been carried out for that month. The invoice will become payable within 14 days from the date of the invoice.

Due to the nature of the work and unpredictability of new starters and leavers, I propose an hourly rate of pay for work completed set at: **£20.00** per hour.

A spreadsheet will be submitted with the invoice at the end of the month to show all information including Starters and Leavers to show what work the HR Dept has completed and the time it has taken for that task.

If you require any further information the please do not hesitate to contact myself or Nick Taylor. Contact details below:

Nick Taylor - Director

Email: nick.taylor@hrdept.co.uk

Mobile: 07540 051016

Cheryl Parsons – HR & Recruitment Manager

Email: cheryl.parsons@hrdept.co.uk

Mobile: 07957 848113