



19th April 2022

Dear Councillor,

You are summoned to a meeting:

**Extraordinary HR Committee
on Wednesday 27th April 2022 at 7pm
to be held at
Warminster Civic Centre**

Membership:

Cllr Brett (East) Vice chairman	Cllr Jeffries (North) Chairman
Cllr Davis (East)	Cllr Syme (Broadway)
Cllr Fraser (West)	

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

If you wish to address members in public participation via a written submission please contact admin@warminster-tc.gov.uk at least a day prior to the meeting to enable this to be facilitated.

Copied to all other members for information.

Yours sincerely

Cllr Steve Jeffries

Chairman HR Committee

1. Apologies for Absence

To receive and accept apologies, including reason for absence, from those unable to attend.

2. Declarations of Interest

To receive any declarations of interest under Warminster Town Council's (WTC) Code of Conduct issued in accordance with the Localism Act 2011.

3. **Chairman's Announcements**

To note any announcements made by the chairman.

4. **Questions**

To receive questions from members of the committee submitted to the clerk in advance of the meeting.

***Standing Orders will be suspended
to allow for public participation.***

5. **Public Participation**

To enable members of the public to address the committee with a written submission, an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations. The chairperson will read any statements submitted.

***Standing Orders will be reinstated
following public participation.***

6. **Health and Safety Report**

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 period: January 2022 – March 2022 inclusive. **(See attached).**

Members to note.

7. **COVID19 Policy**

In light of the recent changes towards living with Covid and changes in the law and government guidance, Officers have written a Covid policy. The purpose is to make clear how the town council will be protecting its staff and users of council services. The procedures in place are there to prevent the spread of Covid and how staff will need to comply with this.

Full Council resolved to adopt the Covid Policy and to refer the policy back to the HR Committee for review. **(See attached).**

Members to resolve and make a recommendation to Full Council.

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 committee's decision if required.

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.

9. **Staffing Matters**

To receive the Clerk's reports covering ongoing HR issues.
(Confidential papers attached for committee members only).

Members to note or resolve accordingly.

10. **HR Advisor Contract Tendering**

To receive the Clerk's reports covering the tender
(Confidential papers attached for committee members only).

Members to note or resolve accordingly.

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.

Next scheduled meeting: Tuesday 17th May 2022

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**Municipal Year 2021 – 2022: Q4
Risk Assessment – outstanding actions from monthly and quarterly review
January 2022 - March 2022.**

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

Cemeteries/Churchyards

- No issues

Lake Pleasure Grounds

- The Replacement Trim Trail has been installed (Lava Trail)
- The new splash pad is nearing completion. It brings a number of risks that will be managed to ensure its safe use.
- In February, vandals set fire to three trolleys filled with flammable material in the skatepark bowl – reported to police and insurance claim made – damage now repaired
- March - Graffiti on skatepark signage removed
- Gate in play area in the town park broken. This is being replaced
- March - Fires lit in the town park toilets

Play Areas

- November – a gate at Fore Street play area being pushed the wrong way, if this keeps happening, it will damage the gate.

Street/Footway Lighting

- No issues

Civic Centre

- No new issues

ICT

- The server needs to be switched to cloud based
The server is being switched to cloud based

Cyber and compliance:

The new website has gone live, Feedback has been positive

Investments

- No issues

Newsletters

A February newsletter is underway.

A February Newsletter was published as was the Annual Report

Dewey House

- No issues

Public Toilets Central Carpark

There were several incidences of vandalism of locks recently. It is likely that the main entrance door on the men's toilets will need replacing at a cost of circa £3000.

Toilet doors were vandalised 6th October. They are working for now, one Door has no

lock as this was damaged and a replacement has yet to be found, Vandalism of toilet doors reported to police.

March – further issues with the doors at the central car park toilets

Public Toilets Lake Pleasure Grounds

- No issues
- Issues with vandalism, fires being lit in toilets in January
- Issues with vandalism, fires being lit in toilets in February – police contacted

COVID 19

The council continues to adapt and update its procedures to fall into line with latest government guidance. Masks are now voluntary. Working from home as a covid precaution has ceased.

Full Council adopted a new COVID19 policy. This is addressed elsewhere on the agenda.

Covid Policy

The Government

Employers need to put together some form of policy, guidelines or protocols and communicate these clearly to their staff to prevent the confusion and challenges

- In simplistic terms in England at least there are no legal restrictions around COVID, and it should be treated exactly the same as any other illness.
- Again, simplistically, all the requirements for testing, both for individuals and organisations have gone although those employers in the care or health sector may want to consider keeping something in place.
- Government advice continues to be that those who demonstrate the symptom of COVID should still consider staying away from work but then this is the same advice as for any other illness such as flu
- Employees who feel they have COVID should follow their existing Company absence procedures, and this should be handled by their employers in exactly the same way as for any employees with non-COVID illness.
- From March 24th SSP will only be payable from day 4 (as opposed to under the temporary measure when it was available from day 1)
- Inevitably, and as with any other illness, some employees will use COVID as a reason for not coming to work and this should be treated the same as other employees citing illness as a reason for not coming to work. There are no special circumstances or requirements due to it being COVID related

If for whatever reason you still feel you need to have masks at work, or even require some form of testing then in the absence of any legal basis for having this in place you would need to give thought as to on what grounds you would justify this and then communicate this very clearly to your staff explaining why they were still needed but you should expect some employees to challenge this.

The Governments current advice on **What to do if you have a positive COVID-19 test result is:**

Try to stay at home and avoid contact with other people

If you have a positive COVID-19 test result, it is very likely that you have COVID-19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms.

Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with

other people for 5 days after the day you took your test. There is [different advice for children and young people aged 18 and under](#).

Try to work from home if you can. If you are unable to work from home, talk to your employer about options available to you.

At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.

Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially those whose immune system means that they are at higher risk of serious illness from COVID-19, despite vaccination, for 10 days after the day you took your test.

Children and young people aged 18 years and under who have a positive test result

It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.

Duty of Care

The Council is in something of a dilemma in that Councils have a duty of care towards all their staff and liability under common law arising out of the Health and Safety at Work Act 1974.

The problem with COVID-19 is that people can be infectious for up to 10 days.

From an employer point of view, it is better for one person to be off work isolating than for them to be into work where they infect others, leading to staff shortages and preventable illness.

Delivering a brighter, greener future for all

1. Purpose and Scope

1.1 Statement

In light of the recent changes towards living with Covid and changes in the law and government guidance Warminster Town Council has written this policy to make clear to all employees, councillors and volunteers how the town council will be protecting its staff and users of council services and the procedures in place to prevent the spread of Covid and how staff will need to comply with this.

Our statement of general policy is:

- To promote physical distancing between staff members
- To promote physical distancing between customers and staff members
- To promote physical distancing between groups of customers
- To make arrangements to provide physical distancing in welfare areas
- To make arrangements to provide facilities for hand hygiene
- To promote responsible respiratory etiquette
- To make arrangements for the hygienic cleaning of contact surfaces
- To make arrangements and provide facilities for segregating anyone who shows symptoms of Covid-19 while on the premises
- To make arrangements for the hygienic cleaning and disinfection of surface if anyone shows symptoms of Covid-19 while on the premises.

1.2 The legal position

Councils have a duty of care towards all their staff and liability under common law arising out of the Health and Safety at Work Act 1974.

2. Process for Dealing with a member of staff who presents with Covid symptoms

2.1 At the workplace

If a member of staff begins to exhibit symptoms of Covid they will be asked to remove themselves from any areas where they may infect other staff members. They will be provided with a lateral flow test to test for covid. Should the test be positive the member of staff will be asked to self-isolate at home in line with government advice. Their work area will then be thoroughly disinfected.

The staff member will continue to be paid as if they were attending work and this period will not be recorded as a sickness absence.

2.2 Positive covid test outside the workplace

If a member of staff tests positive for covid outside of working hours, they must inform their line manager at the first opportunity. They must not attend the workplace and will be asked to self-isolate at home in line with government advice. The staff member will continue to be paid as if they were attending work and this period will not be recorded as a sickness absence

3. Useful Contacts

ACAS www.acas.org.uk Tel: 0845 7 47 47 47

Local Government Ombudsman for England www.lgo.org.uk Tel: 0300 061 0614

Equality and Human Rights Commission www.equalityhumanrights.com

SLCC www.slcc.co.uk

Direct Gov website: www.GOV.uk

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