

14th December 2020

AGENDA

Dear Councillor

You are summoned to a meeting of the:

HR Committee
on Monday 21st December 2020 at 7pm
To be held online

Membership:

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

Normally, the HR Committee would meet in person and provide an opportunity for members of the public to attend. However, during the current emergency, this is not possible, and the Government have put in place Regulations that allow 'Virtual' committees to be convened and held to conduct local authority business.

The Council has adopted appropriate procedures to ensure the smooth administration of such virtual meetings.

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.

If you wish to view the meeting please see the link on the Warminster Town Council Website www.warminster-tc.gov.uk in the meetings diary.

Copied to all other members for information.

Yours sincerely



Fiona Fox BA (Hons) MCIPD FSLCC
Town Clerk and Responsible Financial Officer

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 Code of Conduct issued in accordance with the Localism Act 2011.

3. **Minutes**

3.1 To approve as a correct record, the minutes of the HR Committee meeting held on 30th November 2020; 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 30th November 2020.

4. **Chairman's Announcements**

To note any announcements made by the Chairman.

5. **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.***

6. **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.***

7. **Clerk's Report**

7.1 Staff appraisals are ongoing.

8. **Health and Safety Report**

See attached.

9. **National Living Wage**

Published on the 1st December 2020, The National Living Wage will increase from next year, April 2021, to £8.91 per hour from £8.72 currently. This is a 2.2% increase.

The age bracket for the full National Living Wage is reduced for the first time to include 23 and 24 year olds.

The increases in full are:

- Age 25 and over: currently £8.72 per hour to £8.91 per hour (2.2%)
- 23 & 24 years old: currently £8.20 also to £8.91 per hour (8.65%)
- 21 & 22 years old: currently £8.20 per hour to £8.36 an hour (2.0%)
- 18 & 19 years old: currently £6.45 per hour to £6.56 per hour (1.7%)

This increase has been included in the preliminary budget and it particularly, but not exclusively, affects the council's seasonal staff. **Members to note.**

10. Communications

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

10.2 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.

11. Staffing Matters

11.1 To receive a report from the HR working group. (Confidential papers attached for committee members only).

To discuss the recommendations and to resolve accordingly.

11.2 Members to receive, review and resolve on the 2021 – 2022 staffing requirements and HR budget which will inform the preliminary budget. (Confidential papers attached for committee members only).

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

To note.

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: 8th February 2021

Municipal Year 2020 – 2021: Q1 +Q1

Risk Assessment – outstanding actions from quarterly review

April-September 2020 and monthly reviews October and November 2020.

BLACK: notes from last meeting RED: update from last meeting BLUE: new items
Cemeteries/Churchyards

- There are still unresolved issues following the closure of the Minster churchyard during the mid-1980's. The Clerk held a meeting with officers from Wiltshire Council to discuss the best way to clarify this situation. On-going. This item will be further investigated under delegated services.

Lake Pleasure Grounds

- Maintenance work has been carried out on paths in the Lake Pleasure Grounds

Public Conveniences

- The door in one of the toilets in the Lake Pleasure Grounds was replaced in September.
- Locks on two doors of the toilets in the Lake Pleasure Grounds was vandalised in December and has been replaced.

Play Areas

- A report on the condition of the 8 play areas to be leased from Wiltshire Council was commissioned and tenders sought for repair and renewal work.

Graffiti at Queensway Play Area was removed in August

Street/Footway Lighting

- No issues

Civic Centre

- No issues
A link in the flat roof above the kitchen was fixed by Brian Loveday in September.
The fridge/cooler in the Coffee bar was repaired by Roundstone in September

ICT

- No issues

Cyber and compliance: Members moving to gov.uk email addresses is ongoing.

The move to gov.uk email addresses has been completed. All serving councillor now have a council provided laptop.

Investments

The Council has adopted an updated Treasury Management Policy.

Newsletters

The Council will have to do two more newsletter in Jan-Mar 2020. This is achievable and inline with the need to communicate budget news and the strategic plan. Covid has prevented the usual delivery of newsletters with the Warminster Way so the newsletter have appeared as adverts in the Warminster Journal.

Dewey House – The window in the downstairs toilet need replacing as the wood is rotting. The POSM is in discussions with builder looking for a price. The pipes in the kitchen have a problem with condensation dripping off pipe onto floor causing damp. The POSM had found a solution juts needs a contractor to be available.

Public Toilets

There were several incidences of vandalism of locks in July and August.

Only the disabled/unisex toilet in central car park and the toilets in the Lake Pleasure Grounds have been open since the end of lockdown#1. The frequency of cleaning the toilets has been increased to twice a week in December due to increase demand on the facilities after the end of lockdown#2

COVID 19 This has resulted in the closure of the play areas, the skatepark, the tennis courts, the public conveniences, and the Civic Centre. All locations have been signed as closed. Closed probably means there is a smaller risk to the council although it is not eliminated.

All the above locations have been reopened. Albeit often partially and with restrictions in place.

COVID 19 2020 - 2021 April to date CCTV – The CCTV control room was assessed. Extra hygiene and cleaning measures were now in place. As CCTV consists largely of lone working it was deemed safe to allow staff to work when necessary.

Civic Centre – The Civic Centre was risk assessed. Extra cleaning and hygiene measures were put in place. Additional protections such as hand sanitiser, disinfectant wipes, disposable gloves and facemasks were provided. Workstations were socially distanced. Staff usage has been staggered as much as possible to minimise the number of staff in at any one time.

Skatepark – The Government change the guidance for skateparks and the council risk assessed the Lake Pleasure Ground's skatepark and concluded it was reasonable to reopen in line with the advice from the skateboarding national organisations from Wednesday 13th May 2020. The Council also took into account the problems associated with not reopening the skatepark and probable unauthorised use.

Skatepark limits:

Maximum of 10 users in the skatepark only one person to complete a run at a time. No congregating with other people in any circumstances. 12 more detailed guidelines were circulated. Additional signage was put up with more detailed guidelines, these were also circulated via social media, the council website and a media release.

The skatepark closed for lockdown#2 but has reopened as of December 2020

Tennis Courts - The Government change the guidance for tennis courts and the council risk assessed the courts in the Lake Pleasure Grounds and concluded it was reasonable to reopen them in line with the advice from the Lawn Tennis Association from Wednesday 13th May 2020.

Tennis courts limits:

- Maximum of two people per court (singles play only). Players can be from different households
- The only exception to the above is where a group of four players are all from the same household in which case, they can play doubles.

Additional signage was put up with additional guidelines, these were also circulated via social media, the council website and a media release.

Pavilion Café The Café was undergoing a refit. Once restrictions allowed this to be completed, staff painted the Café. Extra cleaning and hygiene measures were put in place. Additional protections such as hand sanitiser, disinfectant wipes, disposable gloves and facemasks were provided. The Café re-opened providing a takeaway service only. There is no food preparation (ie toasties) and a protective screen has been installed. Customers are not allowed inside the café and the café seating is being stored inside the café and is not available for customers. Most of the trade has been ice-cream and drinks. Payments are mainly contactless. Social distancing is applied for customers and staff.

The Café has opened additional hours during the Winter season. It offers a takeaway only service.

The Civic Centre reopened for groups in September with most of the regular hirers returning. It closed again for most of November for Lockdown#2. It reopened again in December for a limited 2 weeks before Christmas. The Bar has been closed since the start of Lockdown in March 2020

Public Conveniences

Ongoing conversations have been had with the contractors about the possibility of reopening public conveniences. The main stumbling block is the difficulty of cleaning the toilets frequently, so they are safe. Other issues include the potential risk associated with hand dryers, paper towels, social distancing, and that the toilets are prone to vandalism and theft. While the Government is encouraging councils to open public toilets, the risk remains with individual councils. All have different facilities with different issues to address. The option that seems most realistic is opening the toilets in the Lake Pleasure Grounds and cleaning them twice a day and reopening only the disabled toilet in Central Car park.

Play Areas Ongoing conversations have been had with the contractors about the possibility of reopening play areas. One area of difficulty has been the safety of staff undertaking safety inspections, so inspections have been visual only. The other main one is the difficulty of cleaning equipment so that it is safe. This is a challenge and we are liaising with Wiltshire Council and Idverdi to see how best to mitigate the risk.

Play Areas – Reopened in July. They are disinfected once a week in line with Government Guidance. New signage was put up in all play areas highlighting Covid 19 safety advice.

National Living Wage to increase by 2.2%

Published 1st December 2020

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