

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 3rd June 2020 at 9.00 am on the Zoom Video and Teleconferencing Platform. ^[1].

Those Present:

Chairman	Councillor Fran Deschampsneufs
Councillors	Councillor Ruth Clark Councillor Jane Lay Councillor David Major
Officers:	Tim Perkins - Clerk to the Council

^[1] *Permitting legislation - The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

The meeting opened at 9:02 am.

28. Chairman of the Meeting

As neither the committee Chairman or Vice-Chairman were present It was proposed by Councillor Jane Lay, seconded by Councillor Ruth Clark and **RESOLVED** that Councillor Fran Deschampsneufs be appointed to act as Chairman of this meeting.

29. Apologies for absence

Apologies were received, accepted and recorded from Councillor Liz Burns (unavailable).

30. Declarations of Interest

None.

31. Public participation

No members of the public had expressed an interest in addressing the committee.

32. Minutes of the Meeting

It was proposed by Councillor Jane Lay, seconded by Councillor David Major and **RESOLVED** that the minutes of the meeting held on 4th December 2019, copies of which had been sent to all Members of the Parish Council prior to the meeting, be taken as read and will be signed by the Chairman as a correct record.

33. Staff Sickness Absence (2019)

Members noted the Clerk's report on the above. No concerns were raised.

34. Health and Safety Review Update

Members noted the update that followed the Health and Safety Review in autumn 2019.

Members asked that the implementation of Personal Alert Trackers, for lone working staff, be referred to the Leisure Committee for their consideration, as most staff that will require a tracker will fall under that committee's budget.

This committee referred this business with a strong recommendation that the use of trackers be introduced.

35. Recruitment - Works Team

Members noted that this is currently on hold and will be recommence when normal operations are restarting.

36. PDRs

Members noted the update and that PDRs had been completed for the Works Team, Works Manager and Community Warden

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37. COVID-19 Working from Home Allowance Policy

It was proposed by Councillor Ruth Clark, seconded by Councillor Jane Lay and **RESOLVED** that the above policy be approved.

The working from home allowance of £26/pm tax free will be paid to all qualifying staff with effect from 6th April 2020. The allowance will cease to be paid when announced by HMG and/or HMR&C or staff return to office based working.

38. Pandemic Update

Members noted the Clerk's report and discussed general issues around remote working and a possible return to office based work.

The Clerk advised that since the meeting papers had been circulated, he has received drafts of the following documents:

- Return to Work Post COVID-19 (ALPC/Facilities Manager)
- Staying COVID-19 Secure - Practical Actions (ALPC/Facilities Manager)
- Return to Office Risk Assessment (WBC/TRDC HR Support)

Members discussed the issues around a return to office based working, the possible challenges for operations and also individually for staff, especially those who fall into the "high risk" categories as outlined in HMG advice.

Whilst members appreciated it was still early and there were no imminent plans for a return to work, officers were starting planning and considering the challenges which will eventually have to be faced.

Members wanted to ensure the following points were considered in planning:

- All appropriate measure are taken for all staff returning to work, but especially for those in the high risk categories.
- Staff welfare must be paramount and it is important that return to working plans do not discriminate against any member of staff, for any reason.
- Staff still need to take annual leave. The possible backlog of leave will need to be managed to ensure staff can get time away from work, but also operations are maintained.

The meeting closed at 9.40 am.

Signed: _____

Dated: _____