



**ATTLEBOROUGH TOWN COUNCIL**

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
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**Minutes of the Meeting of the Virtual Personnel Committee  
Held on Thursday, 18 June 2020 at 11.00 am**

**Present:**

K Montague (Presiding)

Cllr B Bulmer                      Cllr T Crouch                      Cllr J Roper                      Cllr J Ellis

In attendance – Gina Lopes – CEO & Town Clerk to Attleborough Town Council

Anne Willett – CEO's Assistant (minute taker)

Town Councillors not on the committee attended until the exclusion of the press and public

**001.2020) Apologies for absence**

No apologies were received

**002.2020) Declarations of Interest**

a) To consider declarations of interest in respect of items below – None received

b) To receive any requests for dispensation of Disclosable Pecuniary Interest –

None received

**003.2020) Minutes of meeting of the Personnel Committee held on 2 December 2019**

The minutes of the meeting of Personnel Committee meeting held on 2 December 2019 were noted.

**004.2020) Exclusion of Press and Public**

On the motion of Cllr Crouch, seconded by Cllr Bulmer, it was

**RESOLVED** to exclude the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

**005.2020) Staff Matters**

a) Current vacancies-

Senior Caretaker

There was a short discussion on this role and duties.

On the motion of Cllr Crouch, seconded by Cllr Montague, it was

**RESOLVED** to advertise and recruit a full time caretaker, to include the role of Market Supervisor at the existing pay scale.

**ACTION: CEO**

Clerk's Assistant – After discussion it was agreed duties will include handling GDPR, complaints and FOI requests as these matters were very time consuming. It was agreed Social media and PR needed more time and input and this would also be within this role. Consideration of splitting the job into two p/t roles as it may be difficult to find an applicant to fulfil all requirements.

On the motion of Cllr Montague, seconded by Cllr Bulmer, it was **RESOLVED** to advertise the Clerk's Assistant role for 32 hours with the option of splitting into two part-time positions for 16 hours each.

**ACTION: CEO**

On the motion of Cllr Crouch, seconded by, Cllr Montague, it was **RESOLVED** interviews of applicants to be arranged and progressed with the CEO, Cllr Montague, Cllr Bulmer and Cllr Crouch.

**ACTION: CEO/KM/BB/TC**

Cllr Ellis advised he may also be available if needed.

b) Update on current staffing issues – There was an update on current staff matters and a discussion took place. Grounds staff needed additional help to cover current absence. Facilities for the grounds staff were still inadequate and they were currently using the Town Hall. Working conditions had not improved for staff and Councillors were not meeting their legal "duty of care" to employees and concern regarding ongoing bullying

On the motion of Cllr Crouch, seconded by, Cllr Bulmer, it was

**RESOLVED** to contract a temporary grounds person from an agency to cover the current absence.

**ACTION: CEO**

c) Staff Grievance – (The CEO and her Assistant left the meeting for item c)

The Chairman informed members Anthony Collins Solicitor had been appointed and four nominated Town Councillors will liaise with the Solicitor regarding the grievances raised by current staff.

d) Employees home working and safety measures –

Admin staff are still working from home in line with government and NHS guidance.

Adaptations to the Town Hall offices are being made in line with recommendations and following Milne Health & Safety visit. Further consideration to be given to Norfolk Citizens Advice shared use of the Town Hall. Shared toilet and kitchen facilities will need careful management. The welfare area for Grounds staff is near completion. Electrical supply to Cemetery is being installed starting 24 June 2020 and is urgently needed and ever more crucial due to staff handling Covid burials despite lack of hot water supply available at this time. Noted it has taken over 2 years to facilitate an electrical connection via UK Power and a new option has now been pursued due to lack of progress from Norfolk County Council. Subsistence and home working was briefly discussed and £6 per week working from home tax free allowance noted.

On the motion of Cllr Montague, seconded by Cllr Roper, it was

**RESOLVED** to pay staff working from home the tax free allowance of £6 per week and to back date to 19 March 2020 for the period of home working due to Covid-19

**ACTION: CEO**

e) Any other staff matters –

The Occupational Health Assessments resolved at a previous meeting were now being progressed.

**ACTION: CEO**

Meeting closed at 1.00pm