

29<sup>th</sup> September 2020

## AGENDA

Dear Councillor

You are summoned to a meeting of the:

**HR Committee**  
**on Monday 5<sup>th</sup> October 2020 at 7pm**  
**To be held online**

### Membership:

<b>Cllr Brett (East)</b>	<b>Cllr Nicklin (West)</b>
<b>Cllr Fraser (West)</b>	<b>Cllr Robbins (East)</b> <b>Chairman</b>
<b>Cllr Jeffries (Copheap)</b> <b>Vice-Chairman</b>	<b>Cllr Ridout (West)</b>
<b>Cllr Macfarlane (West)</b>	

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 attend this meeting and contribute in public participation please contact [admin@warminster-tc.gov.uk](mailto: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](http://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 6<sup>th</sup> July 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 6<sup>th</sup> July 2020.
4. **Chairman's Announcements**  
**To note** any announcements made by the Chairman.
5. **Questions**  
**To receive** questions from members of the Council submitted in advance.

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

6. **Public Participation**  
**To enable** members of the public to address the committee with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The chairman will read any statements submitted

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

7. **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 period:  
April 2020 – September 2020 inclusive. **(See attached.)**
8. **Staff and Members Induction and Training Programme**  
The council has a Training Policy which states, '*Warminster Town Council recognises the need for all councillors, staff and volunteers to seek and undertake continuous training opportunities relevant to their elected or contracted role to ensure that individuals from the local community are able to access with confidence our quality and delivery of service.*'

Current and historic training take-up by councillors is low, suggesting that the methods are not working. **(See attached: policy and training assessment form. For information only.)**

**Recommendation: Members to note, the Clerk to investigate training alternatives and all council members to advise the Clerk on how they prefer to receive training.**

## 9. Clerk's Report

**9.1 Changes to reporting structure:** CCTV now reports to Stuart Legg. This enables Stuart and Mike to work together on CCTV coverage of our outdoor spaces, maintenance of Dewey House, with Stuart's more flexible team who can carry out day to day repairs, but not large-scale works. **(See attached.)**

**9.2 1:1's:** The Clerk has introduced 1:1 meetings with her direct reports. Research has shown, and there is broad consensus, that the 1:1 is one of the most important meetings a manager can have. 1:1s aim to facilitate the following things:

- Building a trusting relationship
- Staying informed and aligned
- Providing mutual feedback to help each other grow
- Addressing topics prone to getting lost in the shuffle (e.g., career development)

These meetings are in addition to the annual appraisal and have been cascaded to all managers and their direct reports.

**9.3** The council reception and Civic Centre is currently open 9am – 1pm. The Civic Centre does open at other times for classes, notably in the evenings. Council officers continue to provide services from 8.30am – 4.30pm Monday – Friday inclusive, working from home and are available via email and telephone. We continue to review the Government's advice and will amend current working practices and services as necessary. The café and CCTV remain unaffected.

**9.4** Staff appraisals will take place during October.

**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.**

## 10. Staffing Matters

**10.1 To receive legal advice.**

**10.2 To receive for noting** staffing issues contained within the clerk's report **(Committee members see attached).**

## 11. Communications

**11.1 The members to** decide on items requiring a press release.

**11.2 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](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.*

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## Municipal Year 2020 – 2021: Q1 +Q2

Risk Assessment – outstanding actions from quarterly review  
April 2020 – September 2020.

**RED: update from last meeting**

**BLUE: new items**

### Cemeteries/Churchyards

Nothing to report

### Lake Pleasure Grounds

**Incidence of Vandalism in the small brook meadows on 23/09/2020 with a bench thrown into a stream.**

### Public Conveniences

Nothing to report.

### Play Areas

**The work identified has been carried out and snagging issues followed up and sorted.**

### Street/Footway Lighting

Nothing to report.

### Civic Centre

Nothing to report.

### CCTV

Refer to confidential notes.

### ICT

**Members must move to gov.uk emails. The majority have moved, two councillors have declined.**

**Website Accessibility. The council's website is now compliant with the 'The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.'**

## 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. **Nothing new to report.**

### 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. **The Civic Centre is open for exercise classes which are currently exempt from the Rule of 6. The CC is a Covid safe building and the classes are run under their respective national governing bodies Covid advice. The reception is now open Monday – Friday inclusive 9am – 1pm and the centre opens in line with**

**the classes timetable. Office staff are now working from home, with one to cover reception in line with the council's Lone Working Policy.**

### **Skatepark**

The Government changed 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 considered the problems associated with not reopening the skatepark and probable unauthorised use. **Nothing new to report.**

### **Skatepark limits**

Additional signage was put up with more detailed guidelines, these were also circulated via social media, the council website and a media release. **Nothing new to report.**

### **Tennis Courts**

Additional signage was put up with additional guidelines, these were also circulated via social media, the council website and a media release. **Nothing new to report.**

### **Pavilion Café**

**Nothing new to report.**

### **Public Conveniences**

**Nothing new to report.**

### **Play Areas**

**All play areas are now open with signage in place regarding social distancing and safe practice as per government rules and regulations.**

**Fiona Fox**

**26.09.2020**

# Training Policy

May 2017 reviewed

Next review May 2021

1. Warminster Town Council recognises the need for all councillors, staff and volunteers to seek and undertake continuous training opportunities relevant to their elected or contracted role to ensure that individuals from the local community are able to access with confidence our quality and delivery of service.
2. Updating individuals' skills and knowledge could:
  - (a) raise awareness of new and different ways of delivery of services, office processes and funding opportunities,
  - (b) raise awareness of future community needs and projects,
  - (c) enable all individuals to communicate more effectively with the general public who are our customers, and
  - (d) save money.
3. Delivery of training will be through one of the following methods:
  - (a) Accredited courses (including extension or refresher)
  - (b) Workshops
  - (c) 1-1
  - (d) In-house

There is a need for an ongoing assessment of individuals' qualifications, knowledge and skills as well as individuals' learning styles to ensure that the best possible option can be chosen.
4. All councillors, staff and volunteers should complete a Training Assessment Form (Appendix A) as part of their induction to the Council. This will be reviewed regularly.

## APPENDIX A Training Assessment Form

All councillors, staff and volunteers should complete the assessment below so that an individual training programme can be developed for your personal need. This should be returned to your line manager or the Town Clerk who will discuss your requirements with you and assist in finding the best method to provide the training needed.

Name..... Councillor/Staff/Volunteer (delete as appropriate)

<b>Topic</b>	<b>Training required</b> (Tick where applicable)	<b>Preferred method:</b> (a) Accredited course (b) Workshop (c) 1-1 (d) In-house	<b>Type of training received</b> (if accredited course, give details of accreditation gained)	<b>Date completed</b>
Agendas and Minutes				
Bookings and Invoicing Package Civic Centre				
Chairing a Meeting				
Code of Conduct				
Communicating with Others				
Complaints				
Constitution				
Customer Service				
Data Protection Act				
Employee Handbook				
Equality Act				
Etiquette in Meetings				
Fire Training				
First Aid				

<b>Topic</b>	<b>Training required</b> (Tick where applicable)	<b>Preferred method:</b> (a) Accredited course (b) Workshop (c) 1-1 (d) In-house	<b>Type of training received</b> (if accredited course, give details of accreditation gained)	<b>Date completed</b>
Freedom of Information Act				
Health and Safety				
IT (e.g. Excel, Word)				
Manual Handling				
Mapping				
Planning				
Record Keeping				
Risk Assessment				
Social Media				
Strategic Planning				
Team Working				
Standing Orders and Terms of Reference				
Website				
Word Document Formatting				
Working at Height Regulations				

Warminster TC: October 2020  
Reporting structure

