

Minutes of the virtual meeting of the Members of the **FINANCE & HR COMMITTEE** held on **Tuesday 15 June 2021** at 10:30am. All decisions are made under temporary delegated authority of the Clerk.



Councillors Present:

CLlr N Stratton (Chair)
CLlr A Partridge

CLlr K Brooks (Vice-Chair)

Apologies:

CLlr J Pearce

Also in attendance:

Helen Munro (Clerk) – left at 11:25am Yvette Allen (Deputy Clerk) – left at 11:25am

1. **APOLOGIES FOR ABSENCE.** CLlr Pearce had given his apologies for the meeting.
2. **DECLARATIONS OF INTEREST.** There were none.
3. **CHAIR’S ANNOUNCEMENTS.** There were none.
4. **RETURN TO THE OFFICE.**
 - a. A phased return for office staff to work in the Parish Office was discussed. It was suggested that staff prepare to return from the beginning of September when it was hoped all restrictions would be lifted. In the meantime, staff would get the necessary office maintenance and servicing completed. They could begin to work from the office intermittently to prepare the office and undertake archiving.
 - b. Future hybrid working arrangements were discussed. A suggested working pattern mixing working in the office and from home was considered.
 - c. Measures for admitting members of the public to the office and drawing up a protocol to ensure a safe working environment was discussed. Suggestions for maintaining social distancing were made and would be researched further. These included replacing the front or office door with a stable door or keeping the front door open and installing a physical barrier between the front door and the office and locking all other doors.
 - d. Avoiding and reducing lone working issues was discussed. Suggestions included hybrid working arrangements, rescheduling the work of the groundsman to work nearby and provision of an alarm.
 - e. The draft risk assessment was circulated and discussed. It was agreed that the risk assessment should be reviewed prior to the reopening in September to reflect current circumstances.

The Clerk and Deputy Clerk left the meeting at 11:25am while the Committee members discussed the above items further.

- f. Committee members agreed the following recommendation to Full Council:

- i. Office staff to return to the office from Monday 6 September 2021 on the agreed work schedule.
 - ii. The office should be open to the public between 10am to 1pm Monday, Wednesday, and Friday.
 - iii. The office should remain open to the public on the agreed days and times even if one member of staff was absent (e.g., annual leave or sick leave).
 - iv. Hybrid working arrangements (working from home and the office) to be implemented on a trial basis. The suggested schedule is attached in appendix 1. The trial would be reviewed on a regular basis.
 - v. Home working arrangements were agreed as a concession and not a right and could be withdrawn at any time.
- g. As the next Full Council meeting would be held in September, Cllr Stratton would liaise with all Councillors on the Parish Council by email. If there were concerns about the proposal, an extraordinary meeting would be called. If Councillors agreed by email to the proposal in principle, the decision would be ratified at the September Full Council meeting.
5. **STAFF SICK LEAVE.** Staff absence was noted. As timescales were not as long as had been originally anticipated, this item was not discussed as administrative cover was not required.

The meeting ended at 11:55am.

Appendix 1

Proposed Work Schedule

- Monday
 - Open to the public 10am to 1pm
 - Mornings – staff to work in the office
 - Afternoons
 - staff to work in the office if there is an evening or afternoon council meeting.
 - If there is no council meeting, then staff to work from home.
- Tuesday
 - Closed to the public.
 - Staff to work from home.
- Wednesday
 - Open to the public 10am to 1pm
 - Mornings – staff to work in the office
 - Afternoons – staff to work at home
- Thursday
 - Closed to the public.
 - Staff to work from home.
- Friday
 - Open to the public 10am to 1pm
 - Mornings – staff to work in the office
 - Afternoons – staff to work at home