

OLNEY TOWN COUNCIL



Minutes of the meeting of Olney Town Council

HR Committee held on Monday 16th March 2020 at 7:30 pm in the Olney Centre

Present: Councillors Joanne Eley, Malcom Messenger, Desmond Eley, Paul Collins, Graham Harrison and Peter Geary

Absent: Cllr Dr Sally Pezaro (apologies received 8:15pm)

In attendance: Andrea Vincent (Town Clerk)

1. To receive any declarations of interests.

None received.

2. Approve the minutes of the meeting held on 13th January 2020

Minutes agreed.

3. Pensions Update

Resolved: Noted the uplift in employer contributions to Local Government Pension Scheme and that all staff are currently members of the scheme.

4. Covid -19

Resolved: Covid- 19 plan adopted. The Olney Centre to be closed and only to be opened if required by statutory services. Office staff to work from home. When access to the office required only one staff member can be in the office at any one time. Working with public health close the public toilets, to open the disability access toilet for the markets. Leave locked for 72 hours minimum before cleaning. Ground staff will continue their work across the Town working to social distancing rules.

5. Cleaning and Caretaking Contract

Round table discussion around the Council decision to retender some when the original temporary appointment of the verbal contract was made. Also, discussion around the need for the contract during the closure of both the Olney Centre and public toilets.

Resolved: For the Town Clerk to take HR advice on the matter.

Signed: Cllr J Eley, 20th July 2020

6. Cemetery

Resolved: The issue of staffing the cemetery maintenance to be taken to Recs and Services

7. Councillor Training

Resolved: That the Town Clerk shall arrange training for the full Council on the role as an employer and training on the role of the HR committee for members of the committee and those who might aspire to be part of the HR committee.

8. To consider exclusion of Public and Press Representatives pursuant to the Public Bodies (admission to meetings) Act 1960 on the basis that publicity would be prejudicial to the public interest by the confidential nature of the business to be contracted

9. Resolved: to exclude both press and public

10. Update on Staffing matters

Councillor Eley updated the meeting on the staff matters.

Resolved: To pay staff for travel time to and from out of town training. Cllr Harrison to purchase a safe for the secure storage of the Town Clerks employment documents. Chair of HR to have access only.

Signed: Cllr J Eley, 20th July 2020