

BLABY PARISH COUNCIL
MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
Virtual Zoom Meeting Held at 7.00pm on
Tuesday, 15th September 2020

PRESENT: Mr A Gullick (Chairman),
Ms J Bellm, Mrs M Broomhead, Mr G Harding, Mrs S Skeemer, Miss M Small,
Mr M Wareham, Mr R Woolley & Mrs V Jepson (Manager).

S/P.304 1. APOLOGIES FOR ABSENCE

No apologies received.

**S/P.305 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS
FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT**

- None.

S/P.306 3. STAFFING MATTERS

RESOLVED: Standing Order No.24 is to be invoked. That under Section 100a (4) and Sch.12A of the Local Government Act, 1972, the public be excluded from the meeting for the following items on the grounds that the items involve the likely disclosure of exempt or confidential information. (Confidential Report BPC57).

a) To Report Update on Full Time Grounds Person / Handy Person

Mr Shane Ogden joined the Council on Monday, 23rd March 2020, a review was carried out on the 21st May 2020 and a further one has been completed on Thursday, 3rd September 2020.

Members considered Mr Ogden permanent employment and the report is noted.

b) Long Service Award

Members are asked if a Long Service Award for staff members could be considered.

AGREED: Cllr Mr Gullick is to write a Long Service Award Policy which is to be added to the October Full Council agenda for members consideration and approval.

c) Compliments

Members have been issued with an email from a very happy parishioner with regards to the greatly improved condition of Blaby Cemetery along with another compliment from Cllr Mrs Skeemer & Cllr Mrs Broomhead with regards to the presentation given from the grounds man at the Green Flag Award presentation, they both feel Mr Scriven is a credit to the Council.

AGREED: Feedback these comments to Mr Scriven.

d) Coronavirus

Members had a lengthy discussion with regards to what action is to be taken if the Parish council staff were to either have Covid-19 symptoms or be in contact with somebody who has the symptoms and what action plan needs to be put in place in case of this happening.

The current Government Guidelines state that if you have been in contact with somebody that has tested positive for Coronavirus, that you and your family must quarantine for at least 14 days and you must make contact with anybody you have seen within a 48-hour period.

If you test positive for Coronavirus, you must self-isolate for at least 14 days. Your family and anybody you have been in contact with, within a 48-hour period must also quarantine for at least 14 days.

AGREED: If a member of staff within the Parish Council comes into contact with somebody that has tested positive for Coronavirus or has tested positive themselves or has the symptoms for the virus they must be sent home and would need to take a Covid-19 test.

AGREED: If the test is negative the member of staff may return to work.

AGREED: If the test is positive the member of staff would need to self-isolate for 14 days from the first day of showing any symptoms.

AGREED: Any member of staff displaying symptoms of coronavirus will have 3 unpaid waiting days, followed by statutory sick pay until a positive test is received. At this point, the member of staff will receive full pay for the duration of their leave.

RESOLVED: If a member of staff provides a positive test, the remaining members of staff will need to self-isolate for 14 days and this will be paid in full as this is no fault of their own.

If this was the case that all members of staff are to be off work for at least 14 days a contingency plan needs to be put into place for any work that cannot be delayed.

The following items would require urgent attention if all members of staff were off work:-

- Burials
- Cremations
- Office work
- Oakfield Park gate opening & closing daily
- Parks litter picking
- Visual walk around the parks for damage

AGREED:

- Burials – the office staff will issue a Councillor with a map of the grave and the grave marker will be put into place by a Councillor.
- Cremations – Request the grave digger digs the cremation plots and a Councillor would be required to mark the grave.
- Office Work - Purchase of a second laptop to include Office 365 etc. for both office staff members to be able to work from home.

RESOLVED: Standing Order No.24 is to be revoked.

S/P.307 4. TO CONSIDER THE COUNCIL'S STAFF HANDBOOK & COUNCIL POLICIES

All members have been issued with a copy of the Staff Handbook, in which members chose to use in place of the Council's policies and procedures.

All of the Council's Employment policies and procedures have been updated to fall in line with the Staff Handbook.

AGREED: Cllr Mr Harding will go through the staff handbook and make any changes necessary.

AGREED: Cllr Ms Bellm will consider the Disciplinary Policy and make any changes necessary.

These include:

- Email & Internet
- Harassment/Discrimination/Complaints
- Absence from Work
- Capability Procedure
- Grievance
- Disciplinary
- Whistle Blowing
- Behaviour at Work
- Use of Council Vehicles

Members are informed that some of the Council's policies do not appear in the Staff Handbook, below are the following additional employment policies:-

- Employment 5 - Workstations & Display Screen Equipment
- Employment 9 - Discretion
- Employment 10 - Redundancy
- Employment 11 - Violence & Aggression
- Employment 12 - Lone Working

AGREED: Retain the above existing 5 employment policies.

Other policies members are asked to consider and adopt are:-

- Employment Policy 13 – Behaviour at Work
- Employment Policy 14 – Driving Council Vehicles
- Employment Policy 15 – Training
- General Policy 28 – Co-option

AGREED: Adopt the above 4 policies.

S/P.308 5. TO REPORT UPDATE ON STAFF TRAINING

a) Manager

Risk Assessment – The Good, the Bad and the Ugly – Monday, 3rd August

The manager attended a training course on Risk Assessment – The Good, the Bad and the Ugly priced at £30.00.

RESOLVED: Accept the cost of £30.00 for this training course.

Website Accessibility Compliance – Tuesday, 15th September 2020

The manager & assistant manager attended a training course on 'Website Accessibility Compliance – Where we are, What's left to do and How to get there on Tuesday, 15th September at a cost of £20.00.

RESOLVED: Accept the cost of £20.00 for this training course.

An Introduction to Employment Law for Parish Councils – Wednesday, 16th September 2020

The manager is due to attend a training course on 'An Introduction to Employment Law for Parish Councils on Wednesday, 16th September at a cost of £40.00.

RESOLVED: Accept the cost of £40.00 for this training course.

National Conference – Monday, 12th October – Friday, 16th October 2020

Each year the manager normally attends the Society of Local Council Clerks training seminar (SLCC), this year they are introducing their first-ever virtual National Conference packed with best-practice advice.

The week-long festival of learning signifies an immense step forward for the SLCC in terms of virtual conferencing.

RESOLVED: The manager is to attend the Virtual National Conference priced at £25.00 + VAT.

Presenting and Handling Challenges in Meetings – Thursday, 19th November 2020

The manager is due to attend a Presenting and Handling Challenges in Meeting training course on Thursday, 19th November priced at £40.00.

RESOLVED: The manager is to attend the Presenting and Handling Challenges training meeting priced at £40.00 + VAT.

b) Assistant Manager

The assistant manager is due to attend the Fire Safety & Fire Marshall Training course on Monday, 12th October priced at £50.00.

RESOLVED: The Assistant Manager is due to attend the Fire Safety & Fire Marshall training priced at £50.00 + VAT.

Introduction to Local Council Administration (ILCA)

Members are asked if the assistant manager could apply to do The Introduction to Local Council Administration (ILCA) Level 2 online training course.

The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors. The course is priced at £99.00 + VAT.

RESOLVED: The Assistant Manager is to apply to take The Introduction to Local Council Administration (ILCA) Level 2 online training course priced at £99.00 + VAT.

c) Full Time Groundsman – Mr Shane Ogden

The full time groundsman will be required to attend the Playground Inspection training course once the current restrictions in place are lifted.

RESOLVED: The full time groundsman is to attend the Playground Inspection training course priced at £50.00.

d) Other Training Courses for Consideration

2 x Full Time Grounds man - Mole Catching

AGREED: This item is to be added to the next Estates & Community committee agenda for members to consider quotations for a pest controller to carry out the work required.

1 x Full Time Grounds man – Chainsaw

1 x Full Time Grounds man – Pesticide Training

AGREED: Members feel as one member of staff is trained on the Chainsaw and Pesticide no further action is required to be taken at present.

First Aid Training Quotations

All staff require First Aid training, members are asked to consider the following quotations:-

Quotation 1	Quotation 2	Quotation 3
<p>Schedule: The course commences at 09:30 and will finish at 16:30 at the latest, and we would recommend arriving no more than 10 minutes before the start of the course.</p> <p>Included: Refreshments Free onsite parking Free First Aid Annual Update courses at 12 & 24 months Certification for three years All course resources Defib Training</p> <p>Location: Desford</p>	<p>Duration: one-day (6 hours)</p> <p>Assessment method: Activities, test paper, practical assessment</p> <p>Suggested progression: Recommended Annual Refresher Training; Mandatory Requalification every three years by re-taking the one-day course; Option to upgrade to the First Aid at Work 3 day qualification; Automatic External Defibrillation training.</p> <p>Location: Rothley</p>	<p>What the course covers: First aid kits and legislation CPR and resuscitation Using an AED in the event of a cardiac arrest Dealing with an unconscious casualty Choking children and adults Minor Bleeding wounds Minor burns Dealing with eye injuries Managing epilepsy Other minor ailments There are four practical skill assessments and 1 Multiple choice test as part of the certification requirements Course Duration: 6.5 hours including all required assessments</p> <p>What is Included: Training Manual, 3 year certification, latest protocols, COVID training.</p>

		Tea and coffee provided.
		Location: Open courses are held at our premises in Leicester
£114.49 + VAT Per Person	£70.00 + VAT Per Person	£89.00 + VAT Per Person

RESOLVED: - Accept quotation number 3 for the two full time groundstaff, Assistant Manager and Manager to attend the First Aid training course priced at £89.00 + VAT per person.

S/P.309

6. TO CONSIDER EMPLOYEES PAY & CONDITION OF WORKING

RESOLVED: Standing Order No.24 is to be invoked. That under Section 100a (4) and Sch.12A of the Local Government Act, 1972, the public be excluded from the meeting for the following items on the grounds that the items involve the likely disclosure of exempt or confidential information. (Confidential Report BPC57).

All members have been issued with a copy of the National Joint Council for Local Government Services salary scales for 2020.

Local Government Pay Deal Agreed

We have been advised that UNISON has voted to accept the pay offer by a two to one margin and similarly the GMB have accepted. While UNITE members voted by 70% to reject this offer, however in-line with the constitution of the National Joint Council (NJC), UNBITE accepts the collective majority of the other unions and the pay award will now be implemented.

The agreement which is backdated to 1st April 2020, is for a 2.75% increase and an additional days' leave, bringing it up to 22 days for employees with less than 5years service, which also applies from the above date.

RESOLVED: All members of staff are awarded the National Living Wage pay increase as of 1st April 2020 and the report is noted.

RESOLVED: Standing Order No.24 is to be revoked.

S/P.310

7. TO REPORT UPDATE ON BLABY CIVIC CENTRE TENANTS

The Bodie Hodges Foundation

The Bodie Hodges Foundation have given written notice to end their tenancy by the end of August 2020.

Michelle De Carle Physiotherapy

De Carle Physiotherapy's lease ends on the 30th September 2020, if renewed her return to practice is likely to recommence at the beginning of November 2020.

She has requested prices for a 1, 2 & 3 year lease for the Hawk Room & the Oakfield Room.

RESOLVED: - The following lease fees for a 1, 2 & 3 year contract for the Hawk Room & Oakfield Room are to be offered to De Carle Physiotherapy:-

Hawk Room

One Year Contract = £550.00 + VAT per month.

Two Year Contract = £525.00 + VAT per month.

Three Year Contract = £500.00 + VAT per month.

Oakfield Room

One Year Contract = £1,100 + VAT per month.

Two Year Contract = £1,050 + VAT per month.

Three Year Contract = £1,000 + VAT per month.

AGREED: Members agreed that De Carle Physiotherapy will not be charged rent whilst not using the building, until her service resumes in November 2020.

RESOLVED: Once De Carle Physiotherapy returns to work rent will need to be paid in full or half rent for if they are only using their room for less than 2 ½ days per week.

Rockstar Marketing

Rockstar have been working from the Civic Centre for two days a week and their tenancy is due for renewal on 1st February 2021.

Reflections – Counselling

The Counsellors returned to work on Monday, 6th July 2020 and have been back full time since then and paying their full rent. Their tenancy isn't due for renewal until the 30th September 2021.

Go Kart Party

Go Kart Party's tenancy is due for renewal at the end of September 2020, they have confirmed they wish to remain in the building and wish to sign a new tenancy agreement for 3 months at their existing rate.

RESOLVED: Arrange for a new tenancy agreement to be set up for Go Kart Party from the 1st October 2020 – 31st December 2020.

AGREED: This item is to be added to the December Staff, Policy & Finance committee agenda for further consideration.

Empty Office to Rent – Hawk Room

The vacant Hawk Room has been advertised as available to rent.

We have currently had one viewing and a couple of other interested parties.

S/P.311 8. TO CONSIDER THE PARISH COUNCIL SERVER

It has been queried if we should request for the old server and discs to be returned to the Parish Council for their own use.

It is reported that due to the age of the server it is out of warranty and does not support the latest operating systems. With the server being second hand as well as having known errors on the drives no other user would want to purchase this and trust the reliability of it.

AGREED: Members do not wish to have the old server and disk back; no further action is to be taken.

S/P.311 9. TO REPORT UPDATE ON THE LOCAL COUNCIL AWARD SCHEME APPLICATION

Members are informed that the application for the Local Council Award Scheme, Foundation Level has been received from the National Association of Local Councils (NALC).

It has been confirmed the application has been through the triage process prior to being assessed by the panel and feedback is to be considered by members of the committee with the deadline being the 9th October 2020.

AGREED: A sub committee of the following members is to be set up to create an action plan for the Parish Council: -

- Cllr Ms Bellm
- Cllr Mrs Broomhead

AGREED: The feedback correspondence is to be sent to the above members and a zoom meeting is to be arranged to discuss the actions required.

S/P.311 10. TO CONSIDER LOLER INSPECTION QUOTATIONS

A thorough examination is required by LOLER lifting regulations. These regulations apply to all organisations whose employees use lifting equipment whether owned by them or not. Regulations place the responsibility of finding a competent person to regularly inspect lifts on the lift owner or site manager.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
<p>This is an annual contract and will include 2 inspections to the lift within the 12-month policy.</p> <p style="text-align: center;"><u>£265.65 + VAT</u></p>	<p>Our cost to attend your premises and carry out Annual (2 x 6 monthly statutory compliance/safety inspection) visit in accordance with LOLER (lifting Operations and Lifting Equipment Regulations 1998) on passenger lift listed below:</p> <ul style="list-style-type: none"> - 1no Passenger Lift Serving 2 floors (G &1) <p style="text-align: center;"><u>£550.00 + VAT</u></p>	<p>LOLERS are required by law on passenger lifts.</p> <p>These Independent examinations are 2x per annum</p> <p style="text-align: center;"><u>£299.00 + VAT</u></p>

RESOLVED: Accept quotation number 1 for the Loler lift inspection at a cost of £265.65 + VAT.

S/P.312 11. TO CONSIDER VALUATION QUOTATIONS OF BLABY CIVIC CENTRE

The Council’s internal auditor suggested the Civic Centre building was re-valued as the value on the current assets register seemed very low.

Members are asked to consider the two quotations obtained to provide a RICS ‘Red Book’ freehold valuation for Blaby Civic Centre.

A RICS Valuation is a Red Book Global Standards which contains mandatory rules, best practice guidance and related commentary for all members undertaking asset valuations.

The Red Book is issued by RICS as part of our commitment to promote and support high standards in valuation delivery worldwide.

Quotation 1	Quotation 2	Quotation 3
The first valuation was quoted at £800.00 + VAT	The second valuation was quoted at £600.00 + VAT	The third company have declined quote.

RESOLVED: Accept quotation number 2 for the valuation of Blaby Civic Centre priced at £600.00 + VAT.

S/P.313 12. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY

a) To Report Update on Website Accessibility Regulations Webinar

The Manager and Assistant Manager attended the Website Accessibility Regulations Webinar as new regulations and law are being put in place surrounding website accessibility.

All local council websites will have to comply with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 by 23rd September 2020.

The Parish Council needs to ensure that our content and documents are accessible, and we will need to test our website is accessible.

After the webinar, the Manager and Assistant Manager were concerned that they may not be able to carry out all the work required to conform with the new law, as this is not their area of expertise.

The Councils website provider has offered the following solutions:

The new regulation requires that any text on your website has a minimum colour contrast ratio of 4.5 to 1. Some of your sites may not meet this requirement.

If you find that your website fails on colour contrast, then we can change the template colours for you for a fixed one-off fee of £120 + VAT.

You may wish to produce a personalised accessibility statement.

Options available from the Councils Website provider: -

Option 1

We can make an accessibility statement page for you including the generic text for you to personalise: One off fee of £50 + VAT.

Option 2 (Includes Option 1)

We can conduct a full accessibility test on your website (excludes documents). This will include any fixes required to your content and or text contrast ratios. We will produce a tailored accessibility statement and link it from the bottom of your website: Fixed one off fee of £350 + VAT.

Option 3 (Includes Options 1 & 2)

As an alternative to the above options we offer an upgrade to our new 'Fully Responsive' template which is optimised for accessibility. We will ensure that your website meets the new colour contrast guidelines, conduct a full accessibility test and produce a personalised accessibility statement. The price is £750 + VAT.

RESOLVED: Accept quotation number 1 for the Councils website provider to create an accessibility statement priced at £50.00 + VAT.

AGREED: Once the office staff have had a chance to clarify what work is involved this matter may need to be added to a future Staff, Policy & Finance committee agenda for further consideration.

S/P.314 13. CHAIRMAN'S TIME

Its been a long meeting and I appreciate everybody's commitment, thank you all for attending.

MEETING CLOSED: 8.39PM