

MINUTES of the Personnel Committee 30 July 2024 at 7pm, CBTC Offices

Present: Cllrs K Reed (Chair), E Jones, P Fellows, H Tune, G Vickers.

1. Exclusion of Press and Public

Resolved: Members agreed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

Election of Chair

Resolved: Members agreed Cllr Reed to be Chair of this committee.

Election of Vice Chair

Resolved: Members agreed Cllr Jones to be Vice Chair of this committee.

2. Apologies – Cllr Riggott

3. Declarations of Interest - None at this time

4. Minutes of the last meeting

Resolved: The Minutes of the meeting held on 26 October 2023 were approved and signed by the Chair

5. Lone Working Policy considerations for updates

6. Risk assessments for Lone Working and considerations for updates

7. Discuss working arrangements for Lone Workers

Members reviewed the policy and discussed the starting and finishing hours of members of staff. The Health & Safety of the team are paramount and members agreed that working hours should be within sociable range and in the summer and winter months as much as possible within daylight hours.

Resolved: The Committee agreed:

- Update the Lone Working Policy to include Core Hours
- Core hours of Summer hours 8am to 4pm & Winter hours 7am to 3pm - these would change whenever the clocks go forward/back
- Changes come in to force by 1 September
- Members of staff would be informed in a letter 'Notice of Change' and have opportunity to discuss the changes with Members

A request from a member of staff to move from hours spanning 5 days to hours spanning over 3 days – opposite to the other member of staff doing a similar 3 day shift. This was considered and agreed.

Resolved: The Committee agreed the employee request.

Members discussed ways and means of clocking on to have the ability for the Clerks to know who is in or not in – the Clerk will research.

8. Discussion on future work for the Committee and programme meetings
 - Millennium Green requires some concentrated hours spend on it
 - Task lists and work rotas need to be formed

9. Any other matters for this Committee

Allotment committee asked for a contribution to the provision of a toilet as there are staff based on site.

Chair closed the meeting.