

Hednesford Town Council



Gateway to the Chase

10 June 2020

Dear Councillor

A meeting of the Personnel Committee will be held at **7:00 pm** on Tuesday 16 June 2020 via Zoom following the weblink:

<https://us02web.zoom.us/j/82415282924?pwd=ZWFGd1U5WUMzUnVsSCtyM0NiaW1xUT09>

Meeting Password 452585.

You are invited to attend for consideration of the matters shown on the agenda.

Members of the public can join the Zoom link to observe the meeting.

Yours sincerely

Cllr Kathryn Downs  
Chairman

#### PUBLIC PARTICIPATION

Members of the public are invited to attend the meeting.



## **AGENDA**

1. Apologies
2. Declarations of Interest
3. Minutes - to approve the minutes of the 9th March 2020 Personnel Committee Meeting and 24th February 2020 Committee Meeting
4. Recruitment Update
5. Clerk Vacancy Options – Please see attached report in Appendix 1
6. Community Officer Options – Please see attached reports in Appendix 2
7. PGCC Re-opening Plans & Risk Assessment Form – Please see attached reports in Appendix 3
8. Items for Information and next agenda
  - a. Expense form adoption
  - b. Sickness Absence Process
9. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted (if necessary)

# HEDNESFORD TOWN COUNCIL

## MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD AT 6:45 PM ON MONDAY 24<sup>TH</sup> FEBRUARY 2020 AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

**PRESENT:** Cllrs G Jones (Committee Chairman); A Fittes (Committee Vice-Chairman); E Hunneyball; A Roden

**IN ATTENDANCE:** Cllrs P Woodhead (Town Council Chairman); D Cartwright; M Dunnett; S Jagger

**APOLOGIES:** Cllr K Downs

| <b><u>1. EXCLUSION OF THE PUBLIC</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b><u>ACTION</u></b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <p>RESOLVED:<br/>That the public be excluded from the meeting due to the confidential nature of the business to be transacted</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                      |
| <p><b><u>2. TOWN MANAGER/CLERK</u></b></p> <p>The Chairman invited Cllr P Woodhead to update the committee on a meeting with the Town Manager/Clerk on 13/02/20 following the sudden resignation of the Town Manager/Clerk on 11/02/20, at which the Clerk's reasons for resignation were expressed in detail</p> <p>That it be noted that a weekly opportunity is provided for the Town Manager/Clerk to raise questions and concerns with the Town Council Chairman</p> <p>That it be noted that Cllrs R Kingston and A Roden proposed requesting the Town Manager/Clerk to retract his resignation.</p> | <p><b>PW</b></p>     |
| <p>RESOLVED:<br/>That the proposed course of action is not adopted. That the Town Council Chairman is to meet with the Town Manager/Clerk following the latter's return from annual leave to discuss the welfare of the Clerk and any further reflections the Clerk may have on the situation</p>                                                                                                                                                                                                                                                                                                          | <p><b>PW</b></p>     |
| <p>That in the absence of formal documentation supporting outstanding annual leave, TOIL, and a clear notice period, the Town Council Chairman propose a leave date for the Town Manager/Clerk of 31<sup>st</sup> March 2020, and work backwards to agree an effective last day in the office, taking into account the Town Manager/Clerk's self-kept records of time owed. If an agreement cannot be reached, Cllr P Woodhead to return to the Committee to discuss next steps</p>                                                                                                                        | <p><b>PW</b></p>     |

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| <p>That Cllr Woodhead notify Councillors when the resignation of the Town Manager/Clerk is a matter of public knowledge.</p>                                                                                                                                           | <p><b>PW</b></p>    |
| <p>RESOLVED:<br/>That the Committee plans to review procedures for TOIL, timesheets, job descriptions, contracts and ways of working for all employees of the Council.</p>                                                                                             | <p><b>ALL</b></p>   |
| <p><b>3. <u>ASSISTANT CLERK</u></b></p>                                                                                                                                                                                                                                |                     |
| <p>Consideration was given to the welfare of the Assistant Clerk</p>                                                                                                                                                                                                   |                     |
| <p>That it be noted the immediate priorities for the Assistant Clerk are: year-end activities; Organisation of Annual Council Meeting; Organisation of Town Meeting; Concluding work around grant applications arising from the full Council meeting of 11/02/2020</p> |                     |
| <p>That it be noted the weekly meeting between the Town Manager/Clerk and Town Council Chairman will remain in place for the benefit of the Assistant Clerk. That this is a forum for the Assistant Clerk to raise concerns and ask for support</p>                    |                     |
| <p>RESOLVED:<br/>That administrative support be made available to the Assistant Clerk if requested, either through hiring administrative resource, or through the ad-hoc support of Councillors. Cllrs M Dunnett, E Hunneyball and S Jagger have offered to assist</p> | <p><b>ALL</b></p>   |
| <p><b>4. <u>FUTURE STRUCTURE AND POSTS</u></b></p>                                                                                                                                                                                                                     |                     |
| <p>Consideration was given to the hiring of a new Town Clerk, a Town Centre Development Officer and a Community Officer.</p>                                                                                                                                           |                     |
| <p>That it be noted job descriptions and duties have not formally been defined for any of these roles and it would be useful to benchmark against other similar councils.</p>                                                                                          |                     |
| <p>RESOLVED:<br/>That an initial exercise be completed to draw up a role agnostic list of tasks and duties to be performed. That this list be brought to the next meeting for discussion</p>                                                                           | <p><b>EH/PW</b></p> |
| <p><b>5. <u>APRIL MEETING OF THE TOWN COUNCIL</u></b></p>                                                                                                                                                                                                              |                     |
| <p>Consideration was given as to whether, in the absence of a Clerk, the meeting planned for 7<sup>th</sup> April 2020 should be cancelled</p>                                                                                                                         |                     |
| <p>RESOLVED:</p>                                                                                                                                                                                                                                                       |                     |

That this decision be deferred to the next meeting of the Personnel Committee

**6. DATE OF NEXT MEETING**

The date for the next meeting of the Personnel Committee was set for Monday 9<sup>th</sup> March 2020 at 6:45pm

The meeting concluded at 8:50pm

Signed:

Dated

# HEDNESFORD TOWN COUNCIL

## MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD AT 6:45 PM ON MONDAY 9<sup>TH</sup> MARCH 2020 AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

**PRESENT:** Cllrs G Jones (Committee Chairman); A Fittes (Committee Vice-Chairman); K Downs; E Hunneyball; A Roden

**IN ATTENDANCE:** Cllrs P Woodhead (Town Council Chairman); R Kingston (Town Council Vice Chairman); D Cartwright; M Dunnett

**APOLOGIES:** Cllr S Jagger

| <b><u>1. EXCLUSION OF THE PUBLIC</u></b>                                                                                                                                                                                                                                                          | <b><u>ACTION</u></b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| RESOLVED:<br>That the public be excluded from the meeting due to the confidential nature of the business to be transacted                                                                                                                                                                         |                      |
| <b><u>2. TOWN MANAGER/CLERK</u></b>                                                                                                                                                                                                                                                               |                      |
| The Chairman invited Cllr P Woodhead to update the committee on discussions with the Town Manager/Clerk                                                                                                                                                                                           | <b>PW</b>            |
| That it be noted the Town Manager/Clerk has reaffirmed his decision to resign and has stated this is the right decision for him                                                                                                                                                                   |                      |
| That it be noted an effective leave date of 31 <sup>st</sup> March has been agreed. The Town Manager/Clerk has not requested gardening leave in lieu of working notice: he will continue to support the routine operation of the Council and arrange an effective handover to the Assistant Clerk | <b>PW</b>            |
| That it be noted the Town Manager/Clerk has given twelve years' service to the Council and members would like to recognise this by arranging a gift and presentation on his last day.                                                                                                             |                      |
| <b><u>3. ASSISTANT CLERK</u></b>                                                                                                                                                                                                                                                                  |                      |
| Consideration was given to the welfare of the Assistant Clerk                                                                                                                                                                                                                                     | <b>ALL</b>           |
| That it be noted The Council Chairman has positioned the need to review the Assistant Clerk's duties in the short term in light of the departure of the Clerk                                                                                                                                     | <b>PW</b>            |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <p>That it be noted the Assistant Clerk has expressed concerns over impending workload in the medium term whilst a new Clerk is recruited. The Assistant Clerk has been made aware of the offer of administrative support and the immediate priorities within outstanding workload</p> <p>That it be noted the Assistant Clerk is prepared to flex her hours upwards across her existing days but does not want to increase the number of days worked</p> |                                      |
| <p><b><u>4. FUTURE STRUCTURE AND POSTS</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>ALL</b></p>                    |
| <p>Consideration was given to the hiring of a new Town Clerk, a Town Centre Regeneration Manager, a Community Officer and a Support Officer</p>                                                                                                                                                                                                                                                                                                           |                                      |
| <p>Consideration was given to a list of tasks and duties to be performed across the roles. The list was presented by Cllrs E Hunneyball and P Woodhead following a benchmarking exercise against other similar councils, and the current duties of the Clerk and Assistant Clerk</p>                                                                                                                                                                      | <p><b>ALL</b></p>                    |
| <p>RESOLVED:<br/>That the duties of Proper Officer and Responsible Financial Officer continue to be held within the Town Clerk post. That a Support Officer role be created to manage the administration of Pye Green Community Centre. That a separate Town Centre Regeneration Manager post be created, this post to line manage a newly created Community Officer post</p>                                                                             | <p><b>EH</b><br/><b>EH/GJ/PW</b></p> |
| <p>That the immediate priority is to define the posts of Town Clerk and Support Officer. That draft role profiles be created for approval by the full Council</p>                                                                                                                                                                                                                                                                                         | <p><b>PW</b></p>                     |
| <p>That grade bandings and pay be suggested for modelling against the Council's budget</p>                                                                                                                                                                                                                                                                                                                                                                |                                      |
| <p>That Rugeley Town Council be notified of the Council's emerging plans relative to the Town Centre Regeneration Manager role, as they differ from those previously agreed in principle</p>                                                                                                                                                                                                                                                              | <p><b>ALL</b></p>                    |
| <p><b><u>5. APRIL MEETING OF THE TOWN COUNCIL</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |
| <p>Consideration was given as to whether, in the absence of a Clerk, the meeting planned for 7<sup>th</sup> April 2020 should be cancelled</p>                                                                                                                                                                                                                                                                                                            |                                      |
| <p>RESOLVED:<br/>That the meeting should go ahead with an agenda focused only on key deliverables.</p>                                                                                                                                                                                                                                                                                                                                                    |                                      |

That the public meeting be followed by a closed session to progress work on agreeing job descriptions for the new roles

## **6. COVID-19**

Consideration was given to the risks presented by the Covid-19 epidemic and the Council's role as employer.

That it be noted the high level risks are as follows:

- There is a risk of staff being unavailable to work, either through illness or self-isolation
- There is a risk that income from bookings will be lost. Booking income equates to approximately £3000 per month
- There is a risk of the Pye Green Community Centre requiring a deep clean if a positive case is identified and linked to the Centre

RESOLVED:

That the Clerk is to conduct a staff briefing on best practice

That the Council investigate providing hand sanitiser at the entrance to the Pye Green Community Centre

## **7. DATE OF NEXT MEETING**

The date for the next meeting of the Full Council was set for Monday 23<sup>rd</sup> March 2020 at 6:45pm

The meeting concluded at 8:45pm

Signed:

Dated



## Appendix 1

|                          |                       |                  |               |
|--------------------------|-----------------------|------------------|---------------|
| <b>Report To:</b>        | Personnel Committee   | <b>Date:</b>     | 10/06/20      |
| <b>Title:</b>            | Clerk Vacancy Options |                  |               |
| <b>Anticipated Time:</b> | 15 Minutes            | <b>Action:</b>   | For Decision  |
| <b>Confidentiality:</b>  | Public                | <b>Priority:</b> | High Priority |

### Summary

A recent exercise to recruit a Business and Operations Manager was unsuccessful. While the advert attracted several applicants the recruitment team concluded the role title caused confusion about the purpose and key responsibilities of the role.

A resolution at Full Council on 02/06 changed the role title to Clerk and approved an updated role profile placing greater emphasis on the key skills of financial management and leadership.

Feedback from SPCA suggests the part-time nature (17-18 hours per week) of the role is likely to put off Clerks who might consider relocating to take up the post with Hednesford Town Council. A decision is required on the options to adjust hours and/or responsibilities of the Clerk role to attract the best candidates.

### Recommendation(s)

- That the Committee approve amending the hours of the role to 28-37 hours per week
- That the Committee do not seek to incorporate elements of either the Town Regeneration Manager or Community Officer roles into the Clerk position

### Relevant Issues and Implications

Financial

The Clerk position has been vacant since April, during which time a salary has not been paid. This report assumes that a new Clerk will start in August. There will be an increase to the Council's salary, pension and NI costs of £7000 for this financial year, and £22,000 annually. There is no appetite to fund the increased costs through an increase of the Precept in 2021, however in the short to medium term the

|                                               |                                                                                                                                                                 |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | increase could be funded by savings elsewhere, or from the Council's reserves.                                                                                  |
| Value For Money                               | The Council has ambitious plans which will require the support of a strong Clerk. It is likely that the demand on a Clerk's time will exceed 18 hours per week. |
| Risk & Control                                | <i>No relevant issues or implications identified</i>                                                                                                            |
| Health & Safety                               | <i>No relevant issues or implications identified</i>                                                                                                            |
| Legal                                         | <i>No relevant issues or implications identified</i>                                                                                                            |
| Human Resources                               | <i>No relevant issues or implications identified</i>                                                                                                            |
| Equal Opportunities                           | In advertising a scale of hours the role does not exclude those who would like to work flexibly or on a part time basis.                                        |
| People (Public, Centre Users and Councillors) | <i>No relevant issues or implications identified</i>                                                                                                            |

|           |                                                                                                                                                                                                                                                                                                                |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>Introduction</b>                                                                                                                                                                                                                                                                                            |
| 1.1       | Feedback from the SPCA indicates the hours of the role as previously advertised would not be attractive to candidates.                                                                                                                                                                                         |
|           |                                                                                                                                                                                                                                                                                                                |
| <b>2.</b> | <b>Proposal</b>                                                                                                                                                                                                                                                                                                |
| 2.1       | Amend the hours of the Clerk role to a flexible scale of 28-37 in order to attract candidates.                                                                                                                                                                                                                 |
|           |                                                                                                                                                                                                                                                                                                                |
| <b>3.</b> | <b>Options</b>                                                                                                                                                                                                                                                                                                 |
| 3.1       | Do nothing- advertise the Clerk role with the previously agreed hours and responsibilities                                                                                                                                                                                                                     |
| 3.2       | Amend the hours of the Clerk role to a flexible scale of 28-37                                                                                                                                                                                                                                                 |
| 3.3       | Amalgamate the responsibilities of the role with those of the Community Support Officer to create one full time role, with an annual salary, pension and NI increase of £6,500 per annum but with little to no impact for the current financial year, assuming the role is filled from 1 <sup>st</sup> August. |
|           |                                                                                                                                                                                                                                                                                                                |

|           |                                                                                                                                                                                                                                 |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4.</b> | <b>Conclusion</b>                                                                                                                                                                                                               |
| 4.1       | Option 3.1 is not recommended given the feedback from SPCA. Whilst the role title, profile and job advert have been revised following the previous recruitment exercise, it is recommended that the hours offered are reviewed. |
| 4.2       | Option 3.3 is not recommended. While the solution would provide increased hours, the skill sets required are very different.                                                                                                    |
|           |                                                                                                                                                                                                                                 |
| <b>5.</b> | <b>Recommendation(s)</b>                                                                                                                                                                                                        |
| 5.1       | Adopt recommendation in field 3.2 and amend the hours to a flexible scale between 28 and 37, to be negotiated with the successful candidate                                                                                     |

|                                                             |
|-------------------------------------------------------------|
| <b>Appendices</b>                                           |
| <i>List any appendices that accompany this report here.</i> |

|                                                                                                                |
|----------------------------------------------------------------------------------------------------------------|
| For more information on this proposal please contact:                                                          |
| Emma Hunneyball<br><a href="mailto:emmahunneyball@hotmail.com">emmahunneyball@hotmail.com</a><br>07798 523 556 |

## Appendix 2

|                          |                        |                  |               |
|--------------------------|------------------------|------------------|---------------|
| <b>Report To:</b>        | Personnel Committee    | <b>Date:</b>     | 10/06/2020    |
| <b>Title:</b>            | Community Officer Role |                  |               |
| <b>Anticipated Time:</b> | 15 Minutes             | <b>Action:</b>   | For Decision  |
| <b>Confidentiality:</b>  | Public                 | <b>Priority:</b> | High Priority |

### Summary

A recent recruitment exercise for the position of Community Officer was unsuccessful. While the role attracted two applicants neither had the requisite skills or experience.

The Committee is to consider next steps for recruitment to this position.

### Recommendation(s)

That the Committee outsource the position of Community Officer to Support Staffordshire

### Relevant Issues and Implications

|                 |                                                                                                              |
|-----------------|--------------------------------------------------------------------------------------------------------------|
| Financial       | <i>No relevant issues or implications identified</i>                                                         |
| Value For Money | <i>No relevant issues or implications identified</i>                                                         |
| Risk & Control  | <i>No relevant issues or implications identified</i>                                                         |
| Health & Safety | <i>No relevant issues or implications identified</i>                                                         |
| Legal           | <i>No relevant issues or implications identified</i>                                                         |
| Human Resources | The Committee is to consider whether to directly recruit this role or to outsource to Support Staffordshire. |

|                                               |                                                      |
|-----------------------------------------------|------------------------------------------------------|
| Equal Opportunities                           | <i>No relevant issues or implications identified</i> |
| People (Public, Centre Users and Councillors) | <i>No relevant issues or implications identified</i> |

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|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>Introduction</b>                                                                                                                                                                                                                                                                                              |
| 1.1       | During a recent recruitment exercise no candidates with suitable skills or experience were found. As this is a new role the Council are looking to the role holder to lead in the shaping of the post. As such it is key to recruit a candidate who holds either relevant qualifications or relevant experience. |
| 1.2       | It has been considered that amalgamating this role with one of the other new roles may represent value for money. As each of the new roles has separate aims requiring specific skillsets, this is not a preferred approach.                                                                                     |
|           |                                                                                                                                                                                                                                                                                                                  |
| <b>2.</b> | <b>Proposal</b>                                                                                                                                                                                                                                                                                                  |
| 2.1       | Please read and consider the attached proposal from Support Staffordshire                                                                                                                                                                                                                                        |
|           |                                                                                                                                                                                                                                                                                                                  |
| <b>3.</b> | <b>Options</b>                                                                                                                                                                                                                                                                                                   |
| 3.1       | Do nothing: re-advertise the role with no changes                                                                                                                                                                                                                                                                |
| 3.2       | Amalgamate this role with that of the Clerk, for which the Council has also experienced recruitment challenges. This would create a single full time role.                                                                                                                                                       |
| 3.3       | Amalgamate the responsibilities of this role with that of the Town Regeneration Manager. This may represent better value for money than having two separate roles.                                                                                                                                               |
| 3.4       | Accept the proposal (attached) to outsource the role to Support Staffordshire.                                                                                                                                                                                                                                   |
|           |                                                                                                                                                                                                                                                                                                                  |
| <b>4.</b> | <b>Conclusion</b>                                                                                                                                                                                                                                                                                                |

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| 4.1       | Option 3.1 is not recommended: having met with no success at first advertising, it is unlikely that re-advertising with an unchanged approach will yield results.                                                                                                                |
| 4.2       | Option 3.2 is not recommended, owing to the different skills sets required for the roles.                                                                                                                                                                                        |
| 4.3       | Option 4.3 is not recommended. While there are synergies between the two roles and the post holders will benefit from working closely, the roles have discrete responsibilities and aims. In conflating the two there is a risk that the intended benefits will not be realised. |
| 4.4       | Option 4.4 gives the Council the opportunity to benefit from the expertise of Support Staffordshire in establishing this new role. It also brings the benefits of access to Support Staffordshire's wider networks and resources.                                                |
|           |                                                                                                                                                                                                                                                                                  |
| <b>5.</b> | <b>Recommendation(s)</b>                                                                                                                                                                                                                                                         |
| 5.1       | Accept option 3.4 and outsource the role to Support Staffordshire.                                                                                                                                                                                                               |

|                                                                      |
|----------------------------------------------------------------------|
| <b>Appendices</b>                                                    |
| Community Development Proposal for Hednesford Town Council- May 2020 |

|                                                                                                                |
|----------------------------------------------------------------------------------------------------------------|
| For more information on this proposal please contact:                                                          |
| Emma Hunneyball<br><a href="mailto:emmahunneyball@hotmail.com">emmahunneyball@hotmail.com</a><br>07798 523 556 |



## **Community Development Proposal for Hednesford Town Council**

May 2020

Prepared for Kathryn Downs, Chairman  
[Kathryn.Downs@Hednesford-tc.gov.uk](mailto:Kathryn.Downs@Hednesford-tc.gov.uk)

### **Further information**

For further information about any aspect of this proposal please get in touch for an informal discussion:

Sandra Payne – Deputy Chief Executive, Support Staffordshire  
Email: [sandra.payne@supportstaffordshire.org.uk](mailto:sandra.payne@supportstaffordshire.org.uk)  
Mobile: 07494 483206

## **Proposal**

To provide a Community Development Support Offer, delivered by a Community Officer, employed by Support Staffordshire as outlined in your service description as follows:

1. Bring together and co-ordinate with existing community activists and organisations in order to reduce any duplication of effort and enhance overall provision
2. Identify any communities which are currently overlooked in order to improve engagement and involvement, including new estates
3. Support Town Councillors to develop their programmes of community work, in particular to ensure a successful and diverse events programme is delivered
4. Coordinate and, where appropriate, further develop a programme of participative activities that can be widely publicised and promoted to residents
5. Support both a greater volume and greater diversity of applications to the Town Council's Community Grants Fund
6. Work with relevant bodies to enable new groups and activity to be developed within the Town where appropriate
7. Work with initiatives established by other organisations within the Town and the wider area to ensure these are linked in to the community groups already operating and the community more broadly
8. Prepare external funding bids on behalf of the Council to a wide range of funding initiatives and grant schemes in conjunction, where appropriate, with the Town Regeneration Manager
9. Work with the Town Regeneration Manager to undertake collaborative activity that enhances the Town's economic and social role for residents
10. Support the development of a town youth council
11. Where appropriate, recruit and manage volunteers



## **Added Value**

Delivery of Community Development Support, working with Support Staffordshire offers a number of added value benefits to the council as follows:

1. We are experienced providers of similar services elsewhere including locally in Chadsmoor and Brereton; more details available if helpful.
2. We would provide full staff employment and line management by a local manager, likely to be our Senior Locality Officer for Cannock Chase, Michelle Cliff.
3. In terms of group development and volunteering, they would have direct access to Support Staffordshire colleagues who are already engaged in this work locally.
4. The post holder would be part of our team as well as yours, gaining support from within Support Staffordshire, and access to networks of which we are a part.
5. The post holder would have direct access to our IT systems and our database of VCSE organisations operating locally.
6. We can provide a quarterly report of activity and outcomes; details to be agreed with the council.

## **The Service**

For the total price of £14,809 per annum pro rata, we are able to offer the service to be delivered as follows:

- Community Officer @ 19.5 hours per week remunerated at £23,000 per annum FTE, with an employer pension contribution of 3%
- Grant agreement until 31 March 2021 in the first instance with a 3 month notice period by both parties should they wish to end the agreement at any time, including upon the contract end date.
- The financial details will be reviewed annually in accordance with the council's budget setting process to take into account any anticipated increases or reductions in your revenue or increases in our costs, to be implemented from 1 April the following year, where continuation is agreed.
- This includes a management overhead of 14.4% of salary and on-costs, covering line management, grant management, payroll and a contribution to our central costs: senior management and governance, marketing and communications, IT support, audit, employee related insurances, subscriptions to national networks and bodies; which the post holder will benefit from.
- All additional expenses and costs are to be borne separately by the council.

- We would review your previously used Job Description and mutually agree any changes. We would wish no more than two representatives of the town council to be involved at the interview stage of recruitment.

### **What you would need to commit to**

1. Pay us a fixed monthly amount of £1,234, in arrears as a grant, as per the budget above. A grant agreement will be put in place which ensures that it is clear that we are being engaged to provide a service for the community, not for the council. *The latter would be 'consideration for supply' and incur VAT liability which we are not able to offer (being below threshold and wishing to stay as such).*
2. Provide any equipment required to undertake the activities, to include a laptop and mobile phone with contract; and any other materials or equipment as agreed with the council on an ongoing basis.
3. Provide a Hednesford Town Council email address and access to any relevant IT systems (in addition to Support Staffordshire equivalents).
4. Provide a suitable work space for the post holder within Hednesford.
5. Provide a named point of contact for the post holder, as a first option for queries or problem solving; this can be an employee or councillor.
6. To meet jointly with the post holder and Support Staffordshire, at least quarterly, to review progress and plan future activity against the grant agreement. Please note this is not considered to be line management, nor performance management of our employee, rather for progress review, mutual support and to agree future direction. This could include other council employees and councillors, within reasonable numbers; format to be agreed.
7. Commit to being responsible for managing and insuring any volunteers working for the council, as this has not been factored into the budget. The post holder will of course be able to support them. This is to ensure such volunteers are not inadvertently considered Support Staffordshire volunteers.
8. To pay to us an amount equivalent to any redundancy entitlement arising from two years onwards, should this become effective, as this has not been included in the budget.
9. Pay us any out of pocket expenses that we have reimbursed to the employee, that have been agreed with you.
10. It is also a legal requirement for the council to cooperate fully with Support Staffordshire, should it decide to in-source provision of a broadly similar nature, as it is anticipated that Transfer of Undertakings, Protection of Employment (TUPE) Regulations, would apply.

### Appendix 3

|                          |                                                  |                  |               |
|--------------------------|--------------------------------------------------|------------------|---------------|
| <b>Report To:</b>        | Personnel Committee                              | <b>Date:</b>     | 10/06/2020    |
| <b>Title:</b>            | Pye Green Community Centre Covid-19 Preparations |                  |               |
| <b>Anticipated Time:</b> | 10 Minutes                                       | <b>Action:</b>   | For Noting    |
| <b>Confidentiality:</b>  | Public                                           | <b>Priority:</b> | High Priority |

#### **Summary**

A recent meeting of the Pye Green Community Centre Committee set in place plans to prepare the Community Centre for reopening to staff and the public.

A Risk Assessment form has been drafted for use.

The Committee is asked to note the plans in place and feedback and further actions for consideration.

#### **Recommendation(s)**

N/A

#### **Relevant Issues and Implications**

|                 |                                                                                                                                                                                                                                                                                                                 |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial       | Amendments to the community centre have a minor financial cost                                                                                                                                                                                                                                                  |
| Value For Money | <i>No relevant issues or implications identified</i>                                                                                                                                                                                                                                                            |
| Risk & Control  | <i>No relevant issues or implications identified</i>                                                                                                                                                                                                                                                            |
| Health & Safety | <i>No relevant issues or implications identified</i>                                                                                                                                                                                                                                                            |
| Legal           | Council may wish to seek legal advice around liability for illness of centre users and how to reduce this risk.                                                                                                                                                                                                 |
| Human Resources | There is an increased risk that staff may come into contact with Covid-19 in the workplace, leading to illness, time off, or in extreme cases loss of life.<br><br>These risks can be minimised by briefing centre users and staff, ensuring adequate PPE is available and that regular cleaning is undertaken. |

|                                               |                                                                                                                                                                                                                                                                                                                                            |
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| Equal Opportunities                           | <i>No relevant issues or implications identified</i>                                                                                                                                                                                                                                                                                       |
| People (Public, Centre Users and Councillors) | <p>There is an increased risk that centre users may come into contact with Covid-19 in the community centre, leading to illness, loss of income, or in extreme cases loss of life.</p> <p>These risks can be minimised by briefing centre users and staff, ensuring adequate PPE is available and that regular cleaning is undertaken.</p> |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>1.</b> | <b>Introduction</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1.1       | <p>The Pye Green Community Centre Committee met in May to consider reopening plans for the Community Centre. During the meeting it was agreed:</p> <ol style="list-style-type: none"> <li>1. A screen will be fitted to the counter area of the main staff office</li> <li>2. Hand sanitizers will be installed at key points throughout the building</li> <li>3. Options will be investigated to limit use of toilets to one person at a time</li> <li>4. Entry/exit of the main hall will be via rear doors to segregate hirers from other meeting rooms</li> <li>5. One member of staff will return from furlough on 6<sup>th</sup> July 2020 to deep clean the building and ensure regular cleaning thereafter</li> <li>6. The Administrative Support Officer and Town Reeneration Manager will be able to work from the office from 6<sup>th</sup> July 2020</li> </ol> |
| 1.2       | A risk assessment form has been drafted to be complete for any colleagues returning to work from the Community Centre.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b>Appendices</b> |
| Risk Assesment    |

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|---------------------------------------------------------------------------------------------------------------------------------------|
| For more information on this proposal please contact:                                                                                 |
| <p>Kathryn Downs<br/> <a href="mailto:kathryn.downs@Hednesford-tc.gov.uk">kathryn.downs@Hednesford-tc.gov.uk</a><br/> 07516401223</p> |

### Covid-19 Individual Risk Assessment

|                                                                                        |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of individual</b>                                                              |                                                                                                                                                                       | <b>Date of Birth</b><br>(if under 18)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                         |
| <b>Date of assessment</b>                                                              |                                                                                                                                                                       | <b>Job Title /<br/>Volunteer Role /<br/>Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                         |
| <b>Risk Assessor</b>                                                                   |                                                                                                                                                                       | <b>Job title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                         |
| <b>Manager signing-off</b>                                                             |                                                                                                                                                                       | <b>Job title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                         |
| <b>Reason for risk assessment</b>                                                      | <p><b>Return to workplace during Covid-19 Recovery with a declared health condition:</b> (please insert details of condition and any specific advice from medics)</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                         |
| <b>PLEASE READ THE COVID-19 BUILDING RISK ASSESSMENT</b>                               |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                         |
| <b>Hazard/s</b>                                                                        | <b>Typical outcome</b>                                                                                                                                                | <b>How will the risk be controlled in addition to the control measures in place already?</b><br>Please discuss with the subject of assessment what is required                                                                                                                                                                                                                                                                                                                                                                                  | <b>Residual Risk Level</b>                                                                                                                                                                                                                                              |
| Exposure to risk of infection from Covid-19 from other people and residues on surfaces | Risk of severe illness                                                                                                                                                | <p><b>Social distancing</b><br/>What extra distancing measures could be adopted?<br/>Could a different working pattern be adopted, such as delayed start and early finish?</p> <p><b>Cleaning/Hygiene</b><br/>What additional hygiene measures could be adopted?</p> <p><b>Higher risk workspaces</b><br/>Can the worker avoid higher risk workspaces or even move offices?</p> <p><b>Travel</b><br/>Can we limit travel related exposure?</p> <p><b>PPE</b><br/>Do they need any specific PPE or access to additional hand sanitiser etc.?</p> | <p>unlikely x very harmful = moderate</p> <p>the risk is fixed because the severity is fixed at 'very harmful' and therefore the likelihood must be 'unlikely' – if it is considered to be any greater than this then the worker should not return to the workplace</p> |

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|                                                                                                                 |                                                     |                                                                                                                                           |                                     |
| Impact on emotional and mental wellbeing of being at greater risk                                               | Increased anxiety, stress and associated behaviours | <b>What can we as the employer offer to support with this?</b><br>Eg. Flexible working to allow for talking therapies, extra breaks/walks | <i>Please complete individually</i> |
| 3. Risks arising from modified working conditions eg. Lone working, not having access to hot drinks or a fridge | <i>Please detail</i>                                | <i>Please detail</i>                                                                                                                      | <i>Please complete</i>              |
| 4. as above                                                                                                     |                                                     |                                                                                                                                           |                                     |

|                                                                 |  |
|-----------------------------------------------------------------|--|
| <b>Insert name to acknowledge as Subject of risk assessment</b> |  |
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| First Name | Last Name | Job title | HPW | Working from? | Invited to declare health condition (date) | Any declared health condition? (brief only - please complete full risk assessment) | Covid-19 Status | Child Care Responsibility? |
|------------|-----------|-----------|-----|---------------|--------------------------------------------|------------------------------------------------------------------------------------|-----------------|----------------------------|
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