



Parish Office
Suite 1
4, The Limes
Ingatestone
Essex
CM4 0BE

Telephone: 01277 353315
Email: office@ingatestone-fryerningpc.gov.uk
www.ingatestone-fryerningpc.gov.uk

PERSONNEL COMMITTEE

MINUTES OF MEETING HELD: 23 June 2020, 9.30am
Online meeting via Zoom

Present: Cllrs P Jeater P Poston C Russell D Sankey
J Winter
Also present: A Wood D Jelley R Skepelhorn
Parish Clerk and RFO
Absent: R Lee

PC20/019 To elect a Chair for the committee

Cllr Winter was elected chair for this committee
Proposed: Cllr Sankey
Seconded Cllr Jeater
All agreed

PC20/020 To elect a Vice-Chair for the committee

It was agreed that this position was not required at this time

PC20/021 Apologies for absence- for noting not approval

Apologies from Cllr Lee were received.

PC20/022 Announcements and Declarations of Interest

None were presented.

PC20/023 To approve the minutes from the last Meeting held on 21 April 2020

The minutes were approved but could not be signed by Cllr Winter due to social distancing measures

PC20/024 Public Participation Session

No members of the public were present.

PC20/025 Matters arising for Report/Information Exchange (not for resolution)

- Cllr Sankey asked for an update on the Operations Manual. The Clerk advised it was complete except for procedures relating to the cemetery. It was agreed that the parish Caretaker work with the Assistant Clerk on this matter when social distancing is relaxed.

Having regard to the confidential nature of the business to be transacted, the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

The committee agreed that Cllr Jelley should remain as she was speaking to the new work schedule for the Communications Officer

PC20/026 Covid-19 guidance

A discussion was held regarding the re-opening of the office, staffing cover and Mr Skepelhorn's proposed work plan. The following arrangements were agreed to allow the office to open 5 days a week

Phase 1 (from 1st July) office attendance – 1 person in the office

- Monday – Communications Officer
- Tuesday – Thursday – Assistant Clerk
- Friday – Communications Officer
- The Communications Officer to work from home Tuesday – Thursday

- Parish Clerk to work from home Tuesday – Thursday
- Administrative Assistant to remain on leave
- Parish Caretaker to continue as usual

Phase 2 (provisionally from the 1st August to tie in with the office move) office attendance – 2 people in the office

- Monday – Communications Officer
- Tuesday – Assistant Clerk and Administrative Assistant
- Wednesday – Parish Clerk and Assistant Clerk
- Thursday - Assistant Clerk and Administrative Assistant
- Friday – Communications Officer
- The Communications Officer to work from home Tuesday – Thursday
- Parish Clerk to work from home Tuesday – Thursday and vary workdays to enable her to meet with all staff
- Parish Caretaker to continue as usual plus additional hours in the office Mondays and Fridays, to be confirmed
- The above arrangements to remain in place until lockdown relaxed to all more office attendance.

The Communications Officer's workplan was reviewed and approved.

The following action was agreed.

- Communications Officer to undertake social media promotion of new office opening hours
- Clerk to notify staff, councillors and external bodies of the new arrangements plus Mr Skepelhorn's work plan.
- Clerk to obtain details of the cleaning arrangements for the public area and to organise a cleaner for the council office for Phase 2

PC20/027 Action Plan

A review of the council's action plan was undertaken, and it was noted that several projects could not start at this point, owing to social isolation. It was concluded that a number of items are already underway and therefore the current workload for the staff was reasonable.

PC20/028 Items for inclusion in the Next Agenda (not requiring resolution or action)

There were no suggested items for the agenda

PC20/029 Chairman to close the meeting

Close of meeting: 10.28am

Date of next meeting: 28 July 2020 at 9.30am Venue: online via Zoom