

## **MOLD TOWN COUNCIL**

Minutes of the meeting of the Personnel Committee held via Video Conferencing on Monday 21<sup>st</sup> June 2021.

### **PRESENT:**

Councillors: Anthony Parry (Chair), Sarah Taylor (Mayor), Haydn Jones (Deputy Mayor), Geoff Collett and Bryan Grew.  
Officer: Ian Jones Town Clerk.

### **1. APOLOGIES**

None

### **2. MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 17<sup>th</sup> November 2020 be received and approved as a correct record.

### **3. LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2020/21**

It was noted that there was a likely increase in national pay scales as 1.5% with effect from 1 April 2021 had been offered by the National Employers for local government services.

Members were informed that although the draft budget had made provision for a 2% increase, this was removed by the Budget Sub-Group and no provision was allocated when Council approved the 2021/22 Budget in January. It was therefore likely that there would be an overspent budget in terms of salaries, NI, and pension at year end.

The employers had also proposed that the NJC begins immediate exploratory discussions on three other areas, including home working.

### **4. EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:** That members of the public and press be excluded from the meeting

### **5. PREPARATIONS AND REQUIREMENTS PRIOR TO THE RE-OPENING OF THE OFFICES TO THE PUBLIC**

The Committee considered the current situation with regard to the Town Hall and offices which remained closed in accordance with the decision of the Town Council in July 2020. It was noted that although the office remained closed for walk-ins and face to face meetings other than by prior appointment, the Town Council had remained an active part of the community and its officers were contactable by phone and electronic means. Most enquiries received were for Flintshire County Council services rather than the Town Council. The Town Council services had been fully operational during the

period of closure and the difference was that shops, pubs, restaurants and traders were fully open and they could not provide their services without doing so for the public.

It was noted that although several concerns had been raised locally about re-generating the town, Mold Town Council had received many accolades recently for its activities around the Totally Mold Voucher scheme, assistance with new businesses coming to the town, its re-usable Naked Takeaway scheme and many headlines in the local and national media. It was felt therefore that any criticism was unfounded and that Mold had done particularly well in the public eye during the difficult period still ongoing.

In terms of how to proceed, Members took heed of Welsh Government guidelines which were still in place – work from home wherever possible and restrictions indoor activities. It was noted that Flintshire County Council was not operating an open door policy and indeed the majority of staff and services worked remotely. It was also a concern that cases of Covid-19 were now on the increase and that the Welsh Government announcement on lifting restrictions had been put back until July.

Members considered the following factors in their deliberations;

- (i) what preparations were needed prior to the re-opening
- (ii) what health and safety provision would be required for visitors
- (iii) procedures required for the safety of staff and Members
- (iv) the provision of an independent (Covid-19) risk assessment
- (v) duty of care to staff and flexible working
- (vi) Insurance coverage
- (vii) cleaning and virus preventative measures
- (viii) discussion with other Town Hall tenants
- (ix) discussion with Flintshire County Council as landlord
- (x) timescales.

In reviewing what could be done in the meantime, it was suggested that a new statement in the form of a notice be erected at the front entrance gates explaining to the reader what is happening and the likely opening of the Town Hall in September.

It was noted that the Bailey Hill Project Officer was now working from the Bailey Hill Centre and in the Town Hall there was often only one member of staff present. Members had received the policy on lone-working as stated within the Employee Handbook and decided that should be looked over at a subsequent meeting.

**RESOLVED:** That

- (i) a new statement in the form of a notice be erected at the front entrance gates explaining to the reader that the Town Council as a public body was following Welsh Government guidelines and advice and providing alternative ways of working for the time being, with a monthly review and the likely opening of the Town Hall in September; and

- (ii) the Town Clerk commission the conducting of a Covid-19 re-opening risk assessment by Workplace within the current Health and Safety contract with the additional fee of £395.

## 6. SUCCESSION PLANNING

Members were asked to consider what the Town Council can expect over the next few years in terms of staff changes and in particular what could happen with operations at Mold cemetery.

It was agreed that there was a lot to consider over the next couple of years and that a joint approach with the Cemetery Committee would be required to achieve the best outcomes for the Town Council.

**RESOLVED:** That the Town Clerk bring a report with full details of the staffing, financial and property implications to the next meeting of the Committee and that the Cemetery Committee be advised of this approach with a view to a joint meeting in the future.

## 7. BAILEY HILL CLEANING CENTRE REQUIREMENTS AND OPTIONS

Members noted that subject to all the legal agreements and lease being put in place the Centre (and flat) would again be the responsibility for the Town Council. The Project Officer who was now working from site had put most things in place with regards to services, but the cleaning contract quotations had caused some concern. In the interests of the budget, an alternative solution had been suggested for an additional five hours a week for the Town Hall Caretaker to provide the cleaning which would work out significantly more economical and give the added flexibility.

Members also noted that the HLF funding had been increased to fund the Project Officer's post for a further year to November 2022.

**RESOLVED:** That subject to the lease being signed, the Town Hall Caretaker's contact hours be extended by five hours per week to provide the cleaning at Bailey Hill Centre

### SUMMARY OF DECLARATIONS MADE BY MEMBERS IN ACCORDANCE WITH MOLD TOWN COUNCIL'S CODE OF CONDUCT

PERSONNEL COMMITTEE		DATE: 21 <sup>st</sup> June 2021
MEMBER	ITEM	MINUTE NO. REFERS
None		

Chairman's signature: ..... Date: .....

MINUTES/PERSONNEL