

Bakewell Town Council

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A Staff Committee Meeting of the Town Council be held in the Council Chamber, Town Hall on Wednesday 18th September 2024 at 5pm

Minutes

Non Confidential items

- 5679/24 **Present**
Cllr Alyson Hill, Cllr Helen Garvey, Cllr Paul Miller
- 5680/24 **To elect a Chair**
Cllr Helen Garvey was elected Chair.
- 5681/24 **To receive and accept apologies for absence**
None received.
- 5682/24 **Chair's announcements**
Cllr Helen Garvey welcomed everyone to the meeting.
- 5683/24 **Variation of order of business**
It was not considered necessary to vary the order of business.
- 5684/24 **Declaration of Members Interests**
Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the Town Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member her/his partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at that time.
None received.
- 5685/24 **Items in Exclusion**
To consider whether any items should be discussed in exclusion of the public and press.
It was not considered necessary to take any items "in exclusion".

5686/24 **Public Speaking**
A period of not more than 30 minutes will be made available for members of the public and members of the Council to comment on any matter
None received.

5687/24 **Matters for decision**
To review the following and to make recommendations to full Council:
(a) Hours worked by Clerk, flexible working, home working and office closed to the public periods
Per minute 4649/20 for four days a week the Clerk is a home based worker.

Following the resolution at minute 4979/21(l) the Clerk's Office has been staffed on Wednesdays and is open to the public for pre-booked appointments. Meetings, business appointments, and exigencies of the Council are met flexibly at other time as required. The working profile is managed under the auspices of the Staff Committee. Members feel that the current arrangements to be working effectively.
Resolved: To recommend maintaining the status quo.

(b) Support for Clerk/barriers to working
These remain as per minute 5577/24(c).
Resolved: To note the update.

(c) Time off in lieu - current position
To 15th September 2024; TOIL due to the Clerk is currently 7h24m. TOIL exceeded the management notification threshold since the last Staff Committee meeting on two occasions (weeks ending 2nd and 9th June). Arisings have been taken on an *ad hoc* basis.
Resolved: To note the current position.

(d) Annual Leave current position
There was no carry forward from leave year 2023-24. For 2024-25 to 15th September 2024 15½ days remain of which 8½ days have been booked.
Resolved: That the current position is noted.

(e) Staff development and training needs
DALC Day 17th October 2024 approved at minute 5677/24(g) has been booked. The Scribe Accounts "Scribefest" will take place on Thursday 26th September 2024.
Resolved: To approve online attendance for the relevant elements of "Scribefest" and to consider further training/development requests as they arise.

(f) Items arising relating to:
Health and Safety, Disability, Medical, Personal, Work Life Balance
Resolved: To record items relating to medical issues in the Staff File.

5688/24 **Risk Assessment**
To consider risk assessment/insurance implications for items approved above.
All decisions taken in good faith. No new risk assessment or insurance items received.
The meeting closed at 5.24pm.