



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING
ON THURSDAY 28 JANUARY 2021 at 6.00pm
VIA GOTO MEETING

Councillors

Cllr R Burbridge Vice Chairman
Cllr R Cole* Chairman
Cllr S Jeacock*
Cllr N Sanctuary*
Cllr R Tyler

PRESENT*

ALSO PRESENT: B. Bell Parish Clerk FSLCC, Cllr E Townsend.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATION OF INTERESTS

- Cllr R Cole declared he is a Waverley Borough Councillor.
- Cllr N Sanctuary declared an interest as Chairman of the Glebelands School Governors.

3. PERSONNEL COMMITTEE MINUTES

The draft minutes of the Personnel Committee meeting held on 19 October 2020, having previously been circulated, were AGREED and will be signed by the Chairman as a true record.

4. CHAIRMAN'S REPORT

There was no Chairman's report.

5. PUBLIC SESSION

There were no members of the public present.

6. PENSION

The Committee discussed the draft Pension Discretions Policy and AGREED to recommend it to Council for adoption with the following amendment to item 15:

Note: The Parish Council shall be aware of age discrimination issues when formulating a policy.

7. STAFF MATTERS

The Committee AGREED to exclude the press and public from the meeting, reason staff in confidence.

- The Clerk reported that Staff COVID-19 risk assessments have been reviewed.
- The Clerk reported that the ICCM advise that cemetery workers should be vaccinated in the group 2 COVID-19 vaccinations because people that have tested positive (but are showing no symptoms) are legally permitted to attend a burial.

The Admin Clerk has contacted the Medical Practice but they have advised that the official guidance on vaccinations is *'Frontline funeral operatives and mortuary technicians / embalmers are both at risk of exposure and likely to spend a considerable amount of time in care homes and hospital settings where they may also expose multiple patients'*, so this might put them in group 2. The Medical Practice suggest contacting the CCG and ask what provision is being made for them and whether they can be vaccinated as group 2. The Committee AGREED for the Clerk to contact the CCG and continue pursuing COVID-19 vaccination in group 2 for cemetery staff.

- The government has stopped work experience placements. Guildford College have advised that our young person may be able to continue if the Council wishes as a volunteer in the cemetery. The Clerk has contacted the Council's insurer for advice, who said that as long as the Council complies with all appropriate Health and Safety legislation, and follow the guidelines and advice of the Health & Safety Executive in respect of this young person then cover will be in force within the Public and Employers Liability sections of the Council's policy. The Committee AGREED to offer voluntary work to the work experience person once the Clerk and Cllr R Cole have checked it is permitted within the national lockdown rules and with written parental permission.
- The Clerk reported that there had been a complaint from a member of the public about the closure of the top and bottom cemetery gates preventing thoroughfare through the cemetery. These gates were closed at the start of the pandemic as the government advised closure of cemeteries. The top and bottom gates were not re-opened when the cemetery re-opened as people are using the cemetery as a short cut to the village and walking in close proximity to Council staff. The bottom gate by the machine shed was installed as work access for staff only to maintain the exterior of the cemetery hedge. The gates have always been closed at night and weekends. Following the complaint, the Clerk made a site visit to review access. Pedestrians using the bottom gate pass the open doors of the machine shed in very close proximity. The footpath narrows to about 0.5m when the doors are open. There are no vision panels in the doors meaning Council staff can emerge from the machine shed face to face with a pedestrian. Additionally, they may be carrying tools, and this poses a health and safety risk too. The Clerk sought the advice of the Council's HR advisor and it was advised that the bottom gate must remain closed whilst staff are on site. The Committee AGREED that the bottom gate should only be open when staff are not on site.

8. DATE OF NEXT MEETING
Monday 17 May 2021. The meeting closed at 6.34pm

Signature.....

Date.....