

FORDBRIDGE TOWN COUNCIL
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL
HELD ON 16TH JUNE 2014

PRESENT: Councillor C. McLaughlin (in the Chair)
P. Allen
K. Dooley
M. Hyde
J. Kimberley
S. McLaughlin
A. Nash
F. Nash
L. Sorrell

7700. APOLOGIES

There were no apologies for non-attendance as all members of the Council were present at the meeting.

7701. DECLARATIONS OF INTEREST BY MEMBERS RELATING TO ITEMS ON THE AGENDA

There were no declarations of interest made by members relating to items on the agenda.

7702. COMMENTS, QUESTIONS OR SUGGESTIONS MADE BY MEMBERS OF THE PUBLIC

There were no comments, questions or suggestions made by members of the public.

7703. CONSIDERATION OF THE RESULTS OF THE CONSULTATION WITH STAFF REGARDING PROPOSED REDUNDANCY AND RE-STRUCTURING OF WORKING PRACTICE AND ASSOCIATED VARIATION TO TERMS AND CONDITIONS OF EMPLOYMENT

The Clerk submitted a report detailing the main concerns raised by staff during the consultation period. He advised that the main area of concern was the rate of payment for working on Saturday nights. It was his considered opinion that the Council would have great difficulty in recruiting and retaining staff to work late on Saturday night for the proposed rate of pay and he recommended that the Council reconsider its proposal.

RESOLVED i) that the proposed rate of pay for work carried out after 11.00 p.m. on Saturdays be increased to time and a half.
ii) that all of the remaining proposals made by the Council be approved

7704. CONFIRMATION OF THE MEMBER(S) OF STAFF TO BE MADE REDUNDANT AS A RESULT OF THE PROPOSED RE-STRUCTURING OF WORKING PRACTICE

The Clerk confirmed that only one employee, Miss Rose Simon had volunteered for redundancy.

RESOLVED i) that Miss Rose Simon be made redundant and her last working day will be 30th June 2014 with the remainder of her statutory notice period to be paid in lieu.
ii) that a letter of thanks and best wishes for the future be sent to Miss Simon in recognition of her service

7705. CONFIRMATION OF THE DATE OF COMMENCEMENT OF THE NEW PROCEDURE AND WORKING CONDITIONS AND TRANSITIONAL ARRANGEMENTS IF NECESSARY

RESOLVED that the new working procedure at the Fordbridge Centre and the revised working conditions will commence on 1st July 2014.

7706. COUNCIL POLICY IN RESPECT OF LONE WORKING BY STAFF AT THE FORDBRIDGE CENTRE

The Clerk submitted a draft lone working policy in response to feedback from members of staff during the consultation period and particularly their potential vulnerability when securing the building late at night. There is a risk to staff when working alone of either injury or being taken ill or of assault or intrusion. The policy seeks to eliminate any time that staff are actually in the building on their own with users during the evening, which is particularly important in respect of licensed functions. The policy also attempts to ensure that staff can access help if they are taken ill or injured or feel threatened when alone on site.

RESOLVED that the draft lone working policy as set out in Appendix A be approved

The meeting closed at 8.50 p.m.

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CHAIRMAN

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APPENDIX A

1. Ensure all means of escape are unlocked immediately upon entering the building. This includes the security grille covering the fire exit door in the main hall and the exit door in the office extension.
2. A mobile telephone to be carried by the member of staff at all times when they are working alone. Telephone to be provided by the Council if the member of staff does not possess their own.
3. Ensure that all external doors are securely closed when working alone within the building
4. The personal attack device, linked to the intruder alarm should be carried by the member of staff at all times within the building when working alone.
5. Staff should not be alone in the building after 8.00 p.m. and to this end:-
 - a) A member from each regular weekday evening booking will be required to wait for the relevant member of staff to secure the gate before leaving.
 - a) A member of staff from the bar will be required to wait for the relevant member of staff to secure the gate before leaving following a licensed function.
 - c) Two members of staff will be required to secure the premises following all other evening bookings.
6. The door entry system should be used to verify the identity of callers to the Fordbridge Centre after 5.00 p.m. and at any time if members of staff are suspicious or concerned in any way.
7. A private hire vehicle will be provided to transport caretaking staff to their home, following all evening lettings, if required.
8. In the event of an alarm call out requiring attendance at the Fordbridge Centre, between 2100 and 0700, the Clerk to the Council, or if he is not available, another member of staff shall be notified and requested to attend to ensure that no member of staff is alone in the Centre during those hours.