

**STC Services and Operational Recovery Plan – Phase 5 as of 8th
March to 21st June 2021 (as amended)**

Further to the Personnel Committees recommendation and Full Town Council approval to repopulate the Guildhall, introduce lateral flow testing, and delegated authority be given to the Town Clerk the minutes and requirements to do so have been reviewed and are as follows:

349/20/21 TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

RECOMMENDATION 1:

100/20/21 TO RECEIVE AND CONSIDER THE STC SERVICES AND OPERATIONAL RECOVERY REPORT

It was proposed by Councillor B Samuels and seconded by Councillor Dent and **RECOMMENDED** that:

1. Under step 2 staff return to working in the Guildhall as of 12th April 2021.

It was proposed by Councillor B Samuels and seconded by Councillor Dent and **RESOLVED** to approve staff return to working in the Guildhall as of 12th April 2021.

RECOMMENDATION 2:

2. STC register with the national Community Testing Programme being delivered by Cornwall Council to train and enable appropriate members of staff to conduct rapid lateral flow tests for staff in order to protect staff and the wider community.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to approve registration with the national Community Testing Programme to conduct lateral flow tests for staff.

354/20/21 **TO REVIEW THE GUILDHALL RECOVERY PLAN - PHASE 5
VERSION 1.1**

It was **RESOLVED** to approve and adopt the current Services and Operational Recovery Report phase 5 version 1.1 subject to amendments of approved recommendations under minute number 349/20/21 and further recommendations:

RECOMMENDATIONS:

1. Delegated authority in line with the revised Covid-19 Emergency Scheme of Delegation to continue with the Town Clerk to manage each department in adopting all time lines as the Government announces the changes as we work towards easing the restrictions.
2. Town Clerk and Assistant Town Clerk to report back to the Chairman and Vice Chairman of the relevant Committee / Sub Committee, Mayor and Deputy Mayor for agreement for any change of service across the council.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to approve the recommendations.

Guildhall:

1. Guildhall to remain closed. No Guildhall bookings. **Clarification as to when reception will reopen to the public?**

2. **Members to consider staff to continue working from home until 21st June 2021. Option for the Town Clerk / Assistant Town Clerk and any other member of staff to work from the Guildhall where necessary and to fulfil the council's obligations during the period of elections but otherwise continue working from home due to:**
 - Returning staff to the Guildhall at this time will cause many logistical problems, the Guildhall building is to be hired as a Polling Station on 6th May, and preparation of the building to take place a week prior to election day, face to face Annual Town Meeting to be held on 20th May, and future face to face council meetings prior to no longer needing to socially distance.

 - Robust cleaning schedule will need to be implemented to protect those attending the Guildhall, such as, staff, Councillors and Polling Clerks, this will apply further pressure to the Service Delivery Department.

 - To be mindful that some staff are yet to receive their first vaccine and others to receive their second vaccine.

 - Mixture of working from the Guildhall and home, as and when required, will create a lot of unnecessary work, potential IT issues, extra pressure on the admin / finance department, as well as, the Service Delivery Department who will need to programme the collection and delivery of items from staff homes to the Guildhall and vice versa.

 - **Members to consider purchasing sufficient protective clear screens to be installed to all desks to future proof safe working practices. Costs to be determined.**

 - Homeworking questionnaires completed and returned with no areas of concern to report. Continued regular contact with all staff working from home.

 - Further to the above resolution staff welfare meetings took place and identified that staff would prefer to continue working from home, to attend the Guildhall for minute taking purposes, and election support only, and not to take part in the lateral flow testing programme.

- Government and STC HR Advisers (Moorepay) is if you can work from home you should continue to do so.
- **Members to consider relocation of staff desks to accommodate the Annual Town Meeting to be held in the Guildhall (Long Room) on 20th May and any future face to face council meetings should the legislation not support continued online council meetings:**
 - I. **Town Clerk – Ground floor office**
 - II. **Receptionist/Mayors Secretary – Reception office**
 - III. **General Administrator/Planning Administrator – Council Chamber**
 - IV. **Finance Officer – Council Chamber**
 - V. **Administration Officer – Top office**
 - VI. **Assistant Town Clerk – Top office**
 - VII. **Finance Assistant – To be reviewed at the time due to personal circumstances**
- To maintain safe working practices, Councillors will not be required to visit the Guildhall and may continue to communicate via phone, email or Zoom until face to face meetings are introduced.
- All Committee and Sub Committee meetings to be conducted via Zoom as currently in place. Online council meetings to cease after 7th May 2021. Awaiting Government guidance and legislation but in the meantime preparing for face to face meetings.
- Physical council meetings Risk Assessment to be worked up and a Virtual Zoom Member briefing session to be arranged with all STC Members to consider the Risk Assessment and any suggested changes by Members. By doing this, Members are fully aware of what to expect when attending council meetings at the Guildhall, and prepare for when the times arrives.
- The council and staff to continue supporting the community by phone, email, and social media, to maintain services as can be best achieved under the current circumstances.

- Lateral flow testing in liaison with all Line Managers is considered to be administratively and logistically difficult to implement, Members to consider staff dignity rights and violation of space/privacy, the testing system is on a voluntary basis and cannot be enforced, the requirements prior to implementing are immense, the system is designed for those who cannot work from home (essential services) – Members to review the attached guidance and checklist requirements.

End of Report
Assistant Town Clerk