

**Agenda Item: OC 17/21**

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Tuesday 31<sup>st</sup> August 2021**

**PURPOSE OF REPORT:**

To update the meeting on the Landscape Operatives/Team and contract terms.

**RECOMMENDATION:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees the review of FTC and whether to extend the terms are at the discretion of the Council manager and RFO (with considered attention to the recommendation of the Landscape manager).**
- 3. That the Committee agrees to use some of our reserves to fund the additional FTC operative.**

**MAIN ISSUES AND CONSIDERATIONS:**

Due to resourcing issues within the landscape team which have been ongoing for some time we have appointed the following:

Landscape Operative – **FTE**, Permanent contract. (This is to replace an operative who left the organisation in July 2021).

Landscape Operative - **FTC**. Temporary contract. After considering the issues raised in meetings regarding the landscaping around the Parish, we have made the decision to appoint an additional operative for a three (3) month temporary fixed term contract, with the potential for this to develop into an extension of an additional three (3) months. This will provide six (6) months of an additional operative to assist with the 'backlog' created due to COVID19 and ongoing resourcing issues.

**FINANCIAL IMPLICATIONS:**

We therefore have an additional three (3) to six (6) months to fund for an additional operative. (**FTE SCP 10**), £21,332 which will equate to anywhere within the region of £5,500 - £10,600 of salary payments. Temporary personnel have the same rights to employment benefits as our permanent staff and therefore will be offered pension etc. Roughly estimating at an additional £1250 – £2,520.

We are therefore recommending a ceiling of circa £13,000 is used from our year-end surplus to fund this position.

**STAFFING IMPLICATIONS:**

This should assist with some of the ongoing constraints we have had in terms of clearing some of the 'build up' of landscaping that needs completing, while giving assistance into the early Winter months while we train and observe our new permanent operative.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough  
RFO

**Agenda item: OC 18/21**

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Tuesday 31<sup>st</sup> August 2021**

**PURPOSE OF REPORT:**

To update the Committee on the updated induction, recruitment and exit process.

**RECOMMENDATION:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to the new processes and working documents.**

**MAIN ISSUES AND CONSIDERATIONS:**

As part of our due diligence, I have created working documents for all relevant officers who need to be included and/or responsible for aspects of our recruitment, induction and exit processes.

In order to ensure consistency working flow charts have been created which link to relevant document templates and give a 'step by step' guide which task specific officers to each task.

**Recruitment**

Our recruitment process indicates the process behind the development of a 'new' or replacement role. The operational, financial and need of each recruitment opportunity. It provides a evidenced and evaluated means to agree on the opportunity, to evaluate the job role and ensure we are offering accurate pay scales and to ensure a fair and impartial recruitment process.

**Onboarding**

After review I identified a 'gap' in our onboarding procedure, changes have been made to the onboarding process including offering 'E-Training' links that we provide for organisational/overview of salient points and policies. Included in these links will be courses relevant to each role (as recommended to the Operations manager by the Line manager).

Mandatory training courses given during induction are as follows:

- Health and Safety level 1
- Anti-Harassment and bullying
- Equality and Diversity
- Behavioural Safety
- GDPR

- Principles of people management

These training courses provide a completed PDF certificate which we will keep a copy of on file.

We ensure onboarding onto Brightpay employee portal, signing of adherence to our staff handbook and all of our key policies and procedures. The onboarding process also outlines what arrangements should be put into place ready for the new starter and for when.

### **Exit**

This has been incorporated to provide us with an overview of how our Council is perceived and any issues that may be apparent in regard to policy, procedure, personnel, or culture. This will allow us to thoroughly monitor staff experiences when working at Woughton.

### **FINANCIAL IMPLICATIONS:**

E-Training links are chargeable; however we can bulk buy in '5 user' bundles. The first order we made for x5 users on all the above training courses totalled circa £320.00.

### **STAFFING IMPLICATIONS:**

This process should ensure fluidity and a consistent pattern of setting standards and expectations. All three processes should work to assist employee satisfaction and progressing Woughton to be as best as we can be.

### **OTHER IMPLICATIONS:**

None perceived.

### **BACKGROUND PAPERS:**

Recruitment flow.

Onboarding flow.

Exit flow.

Recruitment and retention policy – August 2021.

### **AUTHOR**

Samone Winsborough  
RFO

**Agenda item: OC 19/21**

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Tuesday 31<sup>st</sup> August 2021**

**PURPOSE OF REPORT:**

To ratify the employee code of conduct and Anti-bullying and harassment policy.

**RECOMMENDATION:**

- 1. That the Committee notes the report**
- 2. That the Committee agrees to the new employee code of conduct policy.**
- 3. That the Committee agrees to the new Anti-bullying and harassment policy.**
- 4. That the Committee agrees to the publication and distribution of these policies to all staff within Woughton Community Council.**

**MAIN ISSUES AND CONSIDERATIONS:**

The development of these two policies has arisen due to recent review of our policies. Whilst the content of these policies are touched on in the staff handbook a stand alone policy has been created to provide a more comprehensive overview of the policy, procedure as well as our standards and expectations.

**Code of Conduct**

This policy outlines the key principles of our expectations and standards concerning our staff in all areas. This discusses appropriate dress code and presentation, compliance, absenteeism and tardiness, conflict of interests, collaborative working, integrity at work and communication. This should provide a guideline to all of our employees regarding appropriate behaviour whilst at work.

**Anti-Bullying and Harassment**

This policy sits alongside (page 36) in our staff handbook and has been developed to provide greater insight into the rules, repercussions and consequences of bullying and harassment in the workplace. This covers some criteria (although not exhaustive) as what qualifies as harassment or bullying, reporting procedures and how these complaints will be dealt with.

The staff handbook has been revised to compliment these policies and is available to you as a supporting paper.

**FINANCIAL IMPLICATIONS:**

None perceived.

**STAFFING IMPLICATIONS:**

None perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

Employee Code of Conduct

Anti-bullying and harassment policy

WCC staff handbook – August 2021

**AUTHOR**

Samone Winsborough  
RFO

**Agenda item: OC 20/21 a)**

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Tuesday 31<sup>st</sup> August 2021**

**PURPOSE OF REPORT:**

To review the Lone Working Policy.

**RECOMMENDATION:**

**That the Committee notes the report.**

**MAIN ISSUES AND CONSIDERATIONS:**

The Lone Working Policy was reviewed on Monday 16<sup>th</sup> August 2021 and no changes or amendments have been necessary.

The next review date is Tuesday 16<sup>th</sup> August 2022.

**FINANCIAL IMPLICATIONS:**

None Perceived.

**STAFFING IMPLICATIONS:**

None Perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

The Lone Working Policy.

**AUTHOR**

Ian Tegerdine

Health and Safety Officer

**Agenda item: OC 20/21 b)**

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Tuesday 31<sup>st</sup> August 2021**

**PURPOSE OF REPORT:**

To review the Driving at Work Policy.

**RECOMMENDATION:**

**That the Committee notes the report.**

**MAIN ISSUES AND CONSIDERATIONS:**

The Driving at Work Policy was reviewed on Monday 16<sup>th</sup> August 2021 and no changes or amendments have been necessary.

The next review date is Tuesday 16<sup>th</sup> August 2022.

**FINANCIAL IMPLICATIONS:**

None Perceived.

**STAFFING IMPLICATIONS:**

None Perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

The Driving at Work Policy.

**AUTHOR**

Ian Tegerdine

Health and Safety Officer



Agenda item: OC 21/21 c), d), e)

## WOUGHTON COMMUNITY COUNCIL

### Operations Committee

Tuesday 31<sup>st</sup> August 2021

#### PURPOSE OF REPORT:

To update the Committee to policy review for August 2021.

#### RECOMMENDATION:

1. That the Committee notes the report.
2. That the Committee ratifies the Training & Development policy – August 2021.
3. That the Committee ratifies the Equal opportunities and diversity policy – August 2021.
4. That the Committee ratifies the Recruitment and Retention policy – August 2021.

#### MAIN ISSUES AND CONSIDERATIONS:

##### Training & Development policy – August 2021

No amendments made.

##### Equal opportunities and diversity policy – August 2021

The additional relevant legislations and/or amendments have been added to the policy for transparency.

1. *Work within the guidelines of the following acts:*  
*Sex Discriminations Act 1975 and (Amendment) 1986*  
*The protection from Harassment Act 1997*  
*Equality Act 2010*  
*Gender Reassignment Regulations 1999*  
*Equal Pay Act 1970 and the Equal Pay for Work of Equal Value Amendment 1983*  
*Rehabilitation of Offenders Act (1974)*  
*Race Relations Act 1976 and (Amendment) 2000*  
*Disability Discrimination Act 1995 (Amendment 2004)*  
*Employment Equality (Religion or Belief) Regulations 2003*  
*Employment Equality (Sexual Orientation) Regulations 2003*

The following has been added to Operations manager responsibilities.

It is the responsibility of the Operations Manager to:

1. *Issue contracts and ensure all staff and volunteers understand the terms and conditions of their employment.*
2. *Issue a Staff Handbook ensuring staff and volunteers are aware of organisational policies and they comply with them.*

3. *Issue all new starter documentation and process as appropriate.*
4. *Set up new starter on all digital platforms, payroll and Brightpay employee dashboard.*
5. *Where relevant issue a Disclosure form, complete the relevant details and forward it to the Woughton Community Council's DBS Partner for a Disclosure and Barring Service (DBS) check.*

I have re-drafted the Appendix 1. Equal opportunities statement to read as follows:

**APPENDIX I  
WOUGHTON COMMUNITY COUNCIL  
EQUAL OPPORTUNITIES AND DIVERSITY POLICY STATEMENT**

*The Equal Opportunities and Diversity Policy reflects both the Aims and Purposes of the Woughton Community Council and the spirit and intentions of legislation which outlaws discrimination.*

*Woughton Community Council recognises that people from different backgrounds can bring fresh ideas and skills. It values diversity and welcomes interest from all sections of the community. It is committed to build and reinforce a culture where people value each other and treat each other with dignity and respect.*

*Woughton Community Council recognises its obligations under the Sex Discrimination Acts, Race Relations Act, Disability Discrimination and Equality Act and the spirit and intent of the related Codes of Practice:*

- *For the elimination of discrimination on grounds of age, sex or marital status and the promotion of equality of opportunity in employment.*
- *For the elimination of discrimination on grounds of race and the promotion of equality of opportunity in employment.*
- *For the elimination of discrimination on the grounds of disability and the promotion of equality of opportunity in employment.*

*As an employer of paid staff and an organisation which has Council members and volunteers, Woughton Community Council aims to ensure that no individual receives less favourable treatment on the grounds of any protected characteristics.*

*It welcomes diversity and recognises that action may be needed to give everyone a chance to contribute on equal terms within the Aims and Purposes of the Woughton Community Council.*

*In order to achieve this, Woughton Community Council will strive to follow the principles detailed within this policy, keep requirements and practices under review and to take action where necessary in order to facilitate the recruitment, involvement and development of paid staff, Council members and volunteers from all sections of the community.*

**Recruitment and Retention policy – August 2021**

No amendments made, although some internal documentation and procedures for staff to follow have been created in light of this policy, more detail to be given in the 'Revised officer induction, recruitment and exit process.' Paper.

**FINANCIAL IMPLICATIONS:**

None.

**STAFFING IMPLICATIONS:**

None.

**OTHER IMPLICATIONS:**

None.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough  
RFO

**Agenda item: OC 21/21**

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Tuesday 31<sup>st</sup> August 2021**

**PURPOSE OF REPORT:**

To consider a 2021/22 training calendar for Woughton Community Council officers and Councillors.

**RECOMMENDATION:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to an annual training and development plan being issued and adhered to, to ensure officers and councillors can attend 'refresher' or new training opportunities on a regular basis.**

**MAIN ISSUES AND CONSIDERATIONS:**

Working in conjunction with the Council manager we have developed a 'training calendar' which is applicable for the entire organisation. This has a dual function, firstly to provide 'refresher' training for salient policy and procedure and to hold completed refresher on personnel files, but also to able to identify skills gaps which may require more attentive training needs.

The training calendar has been broken down into 'departments' to mitigate irrelevant material is not dispensed to personnel who will not find it beneficial or applicable.

The departments we have focused on are as follows:

- **Councillors**
- **Organisation**
- **Senior Managers**

We have developed a timetable to suit the requirement for staff training to occur during our Wednesday closures. Therefore, we have progressed with a timetable that offers a framework for monthly training, which will be mandatory for all officers to attend. Should any further training needs be identified we will work to ensure that this is either covered and added into the training and development calendar as a group session, or line managers will be asked to manage any skills gaps through the one-to-one and/or appraisal process for training and development plan for individuals.

Councillors:

<b>Councillors</b>		
<b>Month</b>	<b>Training</b>	<b>Led by</b>
<b>2021</b>		
September	Safeguarding	Youth manager & Chair of Operations Committee
October	GDPR	Council manager
November	Finances	Operations manager/RFO
December	Using IT efficiently part 1	Cloudy IT (Operations manager and Council manager to assist)
<b>2022</b>		
January	Councillor away day	Council manager (operations manager to assist)
February	Equality and diversity	External
March	Using IT efficiently part 2	Cloudy IT (Operations manager and Council manager to assist)
April	Effective communication skills	External

All officers, mandatory training:

<b>Organisation</b>		
<b>Month</b>	<b>Training</b>	<b>Led by</b>
<b>2021</b>		
September	How Councils work	Council manager
October	Project planning	Operations manager
November	WCC Policies and procedures	Operations manager (Council manager to assist)
December	Using IT effectively, IT Security and GDPR.	Cloudy IT (Council manager and operations manager to assist)
<b>2022</b>		
January	Staff awayday	Council manager and Operations manager
February	Health and Safety	External (Health and Safety officer to assist)
March	Equality and Diversity	External
April	Performance management	Operations manager and Council manager

Council manager, Responsible Finance Officer/Operations manager, Community Services manager, Landscape manager and Youth manager, **mandatory training:**

<b>Senior managers</b>		
<b>Month</b>	<b>Training</b>	<b>Led by</b>
<b>2021</b>		
September	HR policies and processes	Operations manager
October	Operational planning	Operations manager
November	Effective communication	External
December	Managing conflict	External
<b>2022</b>		
January	Managing yourself, people and supervision skills	External – managing yourself Operations manager and Council manager to do managing people and supervision skills.
February	Onboarding, exits and volunteers	Operations manager
March	Understanding budgets	Operations manager (RFO) and Council manager
April	Vision, values, and culture.	Council manager and Operations manager.

We will publish the annual training and development calendar in for the following April in January when the annual budget is ratified.

**FINANCIAL IMPLICATIONS:**

None the training budget will be utilised.

**STAFFING IMPLICATIONS:**

Operations and Council manager time to prepare 'in-house' training.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough  
RFO

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Tuesday 31<sup>st</sup> August 2021**

**PURPOSE OF REPORT:**

To update the committee on proposals regarding opening hours, working practices, meeting provision and access to the Hub offices.

**RECOMMENDATION:**

1. That the committee notes this report
2. That the committee considers the feedback regarding access since re-opening in May 2021
3. That the committee considers an approach to public access
  - a. That the council continues as is, with access between 10am – 3pm on weekdays (not Wednesdays)
  - b. That the council returns to previous opening hours, 9am – 5pm Mon, Tues and Thurs, 9am – noon on Weds and 9am – 4pm on Fridays
  - c. That the council looks at different hours, including outside ‘normal working hours’, to enable wider access
  - d. That council considers any alternative approaches.
4. That the Operations Manager creates and manages a staffing roster to ensure enough officers are present during whatever opening hours are decided upon.
5. That these decisions are made in consultation with staff, that relevant officers are offered the opportunity to discuss working from home (where suitable) and that this includes acknowledgement of the impact on councils’ ability to open.
6. That the committee acknowledges the fluid nature of the situation currently and accepts that some changes are likely as we continue to manage the covid impacts.
7. That the committee considers a proposal for delivery of council meetings that both complies with the law and maintains safety for participants.

**MAIN ISSUES AND CONSIDERATIONS:**

A paper was presented to committee in March 2021 (OC112/21) which discussed the first stages of reopening the offices and considerations as we moved out of restrictions. This paper was linked to the ‘roadmap’ that had been presented by central government, with the key dates noted.

This roadmap changed as the year progressed, with some restrictions and impacts remaining (e.g. self-isolation for un-vaccinated people, an encouragement to

maintain distancing, etc.) but mostly no legal requirements remain; the rules are now based upon people using their 'common sense'.

The recommendations and ratified decisions from the March meeting were all enacted, with some slight delays as a result of an additional month prior to Step 4, but services were delivered in line with those agreements and the offices have been operating on reduced hours opening since June.

Within the Hub, people have returned to work, but with some restrictions on numbers (e.g. no more than 6 people within the main office), hand sanitiser remaining in place and a natural tendency now to maintain a level of distancing. This appears to have worked well, as there have been no recorded instances of anyone catching Covid-19 within the offices. As the council continues to move into the end of 2021 and beyond, it is likely that there will be a move towards an increasing return to pre-covid approaches, be that attendance within the offices, opening hours, removal of restrictions or other moves back to 'normal'.

As a result of these moves, this paper aims to review the steps taken and the impact of these steps and to promote some discussion regarding the future proposals.

## **Opening Hours**

The council offices are currently open between 10am – 3pm weekdays (bar Wednesday). This provides 20 hours per week of open access to the public to visit, in addition to the access via the community fridge, café, etc. This started on 17<sup>th</sup> May – 15 weeks at time of writing.

Since re-opening, visitor numbers have been low – 8 visitors for bookings, 4 for litter pickers, 6 for advice and around 10 for dog bags (mainly via the fridge / café). In total,

A regular complaint from residents is that the council delivers things that are during working hours, so consideration may be given to a) a late-night opening (e.g. between 5pm – 8pm) and / or a weekend opening (currently limited to one fridge sessions per month – this could become more frequent and / or more inclusive).

There are some minor challenges around ensuring enough officers are around to maintain lone working compliance – whilst there are lots of officers working, due to the different demands that there have been, they have been quite dispersed and therefore not close to reception. This should be addressed through the movement of the community café into Coffee Hall Community Centre, reducing risks of lone working. This will not cover any extension of the current hours but will ensure sufficient coverage during core hours.

This, alongside other aspects, means that provision of a weekly roster of staffing, ensuring coverage of both the office opening and phone coverage is maintained, especially if the recommendation is to extend hours further.



## **Staff working from home**

The recent changes to working practices have brought some positive benefits to people who have been working away from the offices – working in a space with fewer distractions increases productivity for some. However, working from home has a direct impact on staffing numbers and therefore ability to open.

It was agreed at the previous meeting that staff would be enabled to request alternative working arrangements, and this would be agreed (or otherwise) through the management structures. As the current time, this appears to be working well, with the understanding that as we move into the post-summer period that these will be further reviewed.

Depending on the decision regarding opening hours, a further adjustment may be needed in terms of working hours and expectations, to ensure that the staffing regime and the opening times work collectively.

## **Risk management / public meetings**

As we have throughout the recent adjustments, a risk management process has been undertaken and some control measure put in place – this has included installation of hand sanitisers, provision of masks, social distancing (where appropriate), reduced numbers in terms of specific spaces and so on. This risk assessment was reviewed in August but will be reviewed further as the situation changes. This is especially pertinent when considering the provision of ‘in person’ meetings and the committee is asked to consider the following elements and decide on what they consider appropriate levels of caution for council meetings. This will be influenced by the risk management processes but is not subject to the same considerations as councillors are not ‘employees’ in law.

In person meetings have been a legal requirement since May 2021, with the agreement from WCC that we would recommence in September, to allow time for vaccinations and further safety measures to be implemented. Despite initial optimism, there remain concerns from many that infection levels remain high and that this means risks remain at a higher level than anticipated. Despite these concerns, as the government has maintained the line that in person is the only legal option, moving back to face to face is necessary. To help mitigate this, the following considerations should be looked at:

- Reductions in the number of attendees (e.g. estate representatives rather than all councillors attending)  
*Whilst this reduces numbers, it also reduces the validity of the elected membership. The Council Manager considers this to be possible, but MUST be based upon councillors agreeing to it, rather than it being imposed (which would be a breach of law). It is also recommended that if this IS the case, monitoring and management of the ‘six month rule’ is included in this.*
- Encouragement for public to continue to attend via the broadcasted meeting, rather than in person  
*This is likely to happen naturally – prior to the recent ‘break’ in public*

*meetings, attendance was limited and with the continuing broadcasting, likely to remain that people watch from elsewhere rather than attend in person.*

- Mask use  
*This is no longer a legal requirement, but for some attendees may help reduce the risks and anxieties associated with larger gatherings.*
- Testing regime (i.e. please do a test 24 hours before the meeting)  
*Whilst this can be encouraged, there are inherent risks and the Council Manager does not consider it to be lawful to insist on a negative test from elected members prior to attendance.*
- Use of alternative spaces, such as Coffee Hall Meeting Place, rather than the chamber  
*It is recommended that this be considered for any meeting that is likely to have more than 12 participants. This would include Full Council and Services, with some other committees possible depending on additional attendees.*
- Council Officers attending virtually, rather than in person to reduce numbers  
*It is advised that the number of officers (or additional attendees more generally) should be kept to a minimum and as such, only essential people to attend in person, with others 'virtually'.*

The current 'rules' in terms of the risk management processes are that the Chamber is limited to 10 people – this is based on social distancing, etc. and is a choice, rather than a legal requirement.

It is recommended that for larger meetings (e.g. Full Council, Services Committee), alternative provision is sought, whilst the smaller meetings (Operations, Finance, Planning) are within an acceptable level for Chamber use. An agreement will also need to place a limit on the number of public that are able to attend and what action is taken if that number is exceeded – health and safety 'trumps' other legislation and live broadcasting helps manage this, but consideration may be needed, especially if anything particularly contentious is up for discussion.

The committee is advised to consider recommendations for future meetings and to decide on what is considered a reasonable level of risk.

### **FINANCIAL IMPLICATIONS:**

There are limited financial implications for any of these issues; there is some agreed expenditure to enable 'hybrid' meetings to take place with infrastructure being embedded within the council (mics, cameras, etc.) and some potential additional hours needs, depending on the decision regarding opening times.

### **STAFFING IMPLICATIONS:**

Very much dependent on decisions taken within this meeting. The level of hours opened and indeed where they sit within the wider council delivery will have an impact on staffing, either by needing additional flexibility within a wider number of hours delivery (e.g. late night opening), or through the inclusion of a 'roster' where people are limited in what they are able to do whilst covering either the office or phonelines.

Attendance at meetings in person is going to potentially be limited to essential officers only – this has a very limited impact on staffing implications.

#### **OTHER IMPLICATIONS:**

As the committee is aware, the council decided to continue with 'online' meetings following the removal of the protections that had been in place for local government. This was intended to enable the situation to be effectively managed to reduce risks to a tolerable level and make it sufficiently safe to return to previous ways of working. Whilst concerns remain that risks are still high, the assessments undertaken by government, WCC and scientific advice suggests that we can meet with the mitigation suggested. These steps include:

- Completion of risk assessment (and compliance with said assessment)
- Increased ventilation – windows will remain open throughout any meeting and where possible, a through flow of air encouraged.
- Cleaning – the meeting venue will be sanitised prior to and after the meeting
- If people have symptoms, they will not attend the meeting / workplace (high temperature, continuous cough, loss / change to sense of smell / taste)
- Check ins – these happen through the meeting minutes / sign in sheets, but attendees at the offices are encouraged to 'check in' using the NHS app too.

The summons for the meetings will include a proviso that states:

*'Due to the ongoing impact of coronavirus, meeting attendees are encouraged to consider the following guidelines for the meeting:*

- *If you or anyone in your household have any symptoms (i.e. high temperature, continuous cough or changes to sense of smell or taste), please do not attend the meeting and get tested.*
- *Please sanitise your hands on arrival at the meeting.*
- *Please note that windows will be open throughout the meeting and dress accordingly.*

#### **BACKGROUND PAPERS:**

None.

#### **AUTHOR**

Steve McNay – Council Manager