

MINUTES of the Staffing Committee of Haxby Town Council meeting held on Friday 19 June 2020 by videoconferencing at 10.00am.

PRESENT

Cllr M Guilford	Cllr D Rice
Cllr M Preston	Cllr E Samuel
Cllr I Craven	Mrs J Bell (Deputy Clerk)
Mr M W Scott (Clerk)	

APOLOGIES

1. None.

APPROVAL OF REASONS FOR ABSENCE

2. None.

DECLARATIONS OF INTEREST

3. None.

MINUTES

- 4 **RESOLVED that the minutes of the meeting held on 17 April 2020 were confirmed as a true and accurate record and signed by the Chairman.**

STAFF HOLIDAYS

5. Current arrangement for the staff is that they are entitled to 29 days Annual Leave. Five of these days can be carried forward to the following year.

During the Coronavirus pandemic and subsequent lockdown restrictions the Clerk and Deputy Clerk have not been able to take any annual leave as both are working from their own homes and the work of the Council is divided between them.

Three options were discussed by the Staffing Committee due to the possibility of staff not being able to take their annual leave allowance before the year end of 31<sup>st</sup> March 2021. The options were:

1. To pay staff for lost holiday time if more than five days leave remained at the end of the year to 31 March 2021.
2. To add flexibility to the rules relating to the amount of annual leave which can be carried forward to the new financial year.

3. For staff to fit in their annual leave before the end of the year.

It was agreed to look at the amount of annual leave still remaining in January 2021 and discuss this matter then. The Chairman agreed to contact the Yorkshire Local Councils Association for advice and report back to the Staffing Committee

#### WORKING FROM HOME ALLOWANCE

6. The Chairman reported on a document received recently concerning Government Guidelines relating to a working from home allowance of £4 per week up to 5<sup>th</sup> April 2020 and £6 per week from 6<sup>th</sup> April 2020 which could be paid to employees.

This matter was discussed and it was agreed that members of staff could make a claim for legitimate out of pocket expenses but it was felt that the electricity used would have been at very little expense to the staff and due to the weather having been very good there would have been no need for heating.

The Chairman explained that staff had been provided with sim cards for phones and office equipment to carry out their work and so he believed that there would have been no expense incurred by them for those items. **RESOLVED that there was no requirement to pay staff a working from home allowance.**

The meeting closed at 12.30pm

.....  
Chairman

**(These Minutes are displayed 'unsigned' and are subject to correction at the next Council meeting.)**