

**Bollington Town  
Council**

**Personnel & Asset  
Management  
Meeting**

**Enclosures**

**7<sup>th</sup> March 2022**

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## **Minutes of the Meeting of the Personnel & Asset Management Committee**

This meeting was held virtually on Microsoft Teams Council  
Chambers at the Town Hall  
At 10am on Wednesday 19<sup>th</sup> January 2022

### **Those Present:**

#### **Members with voting rights:**

Town Mayor Cllr Johanna Maitland (JM)  
Deputy Town Mayor Cllr John Stewart (JS)  
Cllrs: Amanda Stott (AS), Angela Williams (AW).

**Town Clerk:** Julie Mason

**Chair:** Town Mayor Cllr Johanna Maitland

### **Declarations of Interest:**

None were declared.

### **Members of the Public**

Cllr K Edwards and Cllr J Nicholas.

Cllr JN had attended, with the Clerk, a meeting with the Civic Hall User Group. He highlighted the relevant key points which needed the committee's attention after the meeting. He presented his thoughts to the committee for their consideration.

Cllr KE had attended to discuss the transfer of land from the Town Council to Bollington Health and Leisure. He had also submitted a written report and gave a brief background on the blocked drain and associated costs. He also reported on his recent meeting with the trustees at BHL (Bollington Health and Leisure) and the associated contributed costs from all parties related to this project.

### **Apologies**

Cllr S Knowles due to work commitments and Cllr J Weston due to ill health.

### **PA 01/22 To approve the minutes from the Extraordinary Personnel and Assets Committee on 29<sup>th</sup> November 2021**

**Resolved** the minutes were agreed as a true and accurate record.

### **PA 02/22 Matters raised from the minutes**

No matters were raised from the previous minutes.

### **PA 03/22 To agree the next actions with the transfer of the land from Bollington Town Council to Bollington Health & Leisure.**

There had been a meeting with the trustees of BHL, Cllr KE and the Clerk on the 8<sup>th</sup> December. The retired Clerk had written a 'letter of comfort' to attach the lease to assure BHL the TC would resolve the drain after the transfer had been completed. The background of the transfer was discussed with members. They felt to enter a dispute with the landowner who had taken a small section of the Cheshire East land was not worth the legal costs involved at this time. It was acknowledged the landowner had paid for the drain to be cleared at Christmas, but it was still an issue. The Clerk had gained two quotes to investigate the blocked drain, but no further quotes could be submitted as it was not clear what the problem was that was causing the blockage.

*The Chair allowed Cllr KE to speak on the situation.*

**Resolved** the Clerk would instruct an investigation camera in the drain and report back with costs of the works to resolve the issues to Full Council.

**Resolved** the TC would not use the 'letter of comfort' but resolve the drain before the transfer.

**PA 04/22 To receive the report from the meeting with the allotment holders from Heath Road on 23<sup>rd</sup> November with Cllr Jon Weston and the Clerk and agree actions.**

There had been a meeting with the Heath Road allotment holders to ask if they would set up an allotment association and improve the site. They had agreed and it had been an incredibly positive meeting. They had asked that another meeting was arranged with the Clerk in March. Their concerns were as follows; the footpath was very muddy and needed stones putting down, the hose pipe was damaged, and they had been promised a fence along the hedge line to prevent animals entering. It was agreed the Clerk would come back to the Committee with quotes for materials.

**PA 05/22 To receive a report from the meeting with the Civic Users, Cllr James Nicholas and the Clerk on 13<sup>th</sup> December 2021 and agree proposals from the meeting.**

**To further agree the Town Council reviews the charges of the hire of the Civic Hall in 2022/23.**

*The Chair allowed Cllr JN to speak on the situation.*

The Committee discussed the meeting and the request from the members. The Art Group wanted more tables and better lighting. They had also requested the security lights were repaired in the car park (this had been actioned due to the welfare of the users).

**Resolved** the Committee felt the number of tables were adequate and asked for a quote for lights to be provided.

There had been a debate on the relationship between BLOG and Dancetech on availability for bookings.

**Resolved** the Clerk was advised not to deviate from the agreement in place. It was noted the next meeting was on 16<sup>th</sup> February.

**PA 06/22 To receive the written report from the Clerk summarising the statutory reports carried out in the Civic Hall and the Town Hall and agreed subsequent actions.**

The following reports had been carried out in both the Civic Hall and the Town Hall.

**Legionella Control check Civic Hall November 2021 GREEN**  
**CONTRACT SERVICES**

Water systems particularly good and library responsible for their own, no history of monitoring now we have schematic drawings.

#### Recommendations

Legionella testing - training in house put in place

Closed loop systems only worked on by specialist engineers

Expansion vessels need 6 month purging and interconnecting pipework's

Thermostatic mixer valves and mixer taps and showers blend water 27 - 42 C. The warm water downstream of a present a potential legionella risk due to the distance the TW is installed away from the outlet, so TMVs will be scheduled for annual servicing. TMTs & Mixer showers are less of a risk as they are directly at the point of use and will typically not be scheduled for servicing.

We need to check that the old domestic hot water pipework is fully disconnected from the cold-water system and is drained.

Four points of routine maintenance flushing that needs to be carried out – boiler room, mixing valves, point of water hear and random cold.

**Resolved** the Clerk was instructed a plumber to carry out the works

#### Legionella Control check Town Hall November 2021 GREEN CONTRACT SERVICES

Overall, we have no significant risk

Legionella testing - training in house put in place

Closed loop systems only worked on by specialist engineers and not identified.

Flushing which needs to be carried out little used outlets – cellar, water heater in kitchen instantaneous handwash and random cold need routing maintenance, flushing.

**Reviewed 2023**

#### Fire Risk Assessment Bollington Town Hall Nov 2021

- PAT testing 2019 out of date – action instructed
- No one trained on EVAC chair – done HP, JM, KB
- All fire doors leading on to staircase do not meet FD30 specification
- Glazing on ground floor doors and reception hatch are not fire rated – check – 3 months
- All doors in basement are not fire rated and ceilings do not plaster boarded – replace fire doors to FD30s and program under draw the ceilings in the basement with 3 months fire protection. Clerk gained quotes .
- Fire Drills – one done in June but no documentation to train staff.
- Weekly test of fire alarm not done
- Emergency lighting – actioned .
- Electrical hard wiring due 2023 - 5 yearly

The Clerk had gained three quotes for fire doors and compliance.

1) Quote A - £5,785.00 plus VAT NB not including replacement glass in foyer.

li) Quote B - £19,023.00 plus VAT

lii) Quote C - £9,562.00 plus VAT

**Resolved** Quote A would be accepted subject to the addition of the glass replacement in the hatch

### **Fire Risk Assessment Bollington Civic Hall Nov 2021**

- Electrical hard wiring 2023 – 5 yearly
- PAT testing out of date 2019 – to be actioned in February
- Electrical kettle on hob in library – notice installed
- Fire exit in Kitchen – door open / thumb turn/ Remove signage as not necessary
- Fire Alarm panel indicated a fault needs attention- Personnel to make a decision to repair sensor (£600) or replace fire alarm £5,121.58 (last time quote £6,300 and £6,800 circa). Resolved in one month
- Move to fire extinguisher down to 1.1 m – done
- Fire alarm on weekly basis – not done but actioned
- The Competent person should undertake 6 monthly /annual checks on fire alarm – actioned. CE provide client proof library is done – checked by clerk
- Emergency lighting needs someone new to be trained.

**Resolved** the fire sensor would be replaced and the new fire alarm put into 2023/24 budget.

**Resolved** a quote for a thumb turn would be obtained

### **ASBESTOS Report at CIVIC Hall GREEN CONTRCT SERVICES NOV 2021 reinspect 2022**

- Kitchen Ceiling – encapsulate as damaged
- Damage above fire escape – encapsulate
- Apply warning labels – actioned
- Water ingress in lobby – encapsulate
- BLOG storage area damaged – encapsulate
- ceiling tiles all damaged in entrance encapsulate and clean (environment)
- Water damage on ceiling and above window repair and encapsulated
- The textured coating to main hall is damaged and requires encapsulating

### **ASBESTOS Report at Town Hall GREEN CONTRCT SERVICES NOV 2021**

- Access to loft space was restricted the ducting flanges could not be safely accessed therefore we presume asbestos. Advise further investigate.
- Missing signs – replaced by Clerk

**Resolved** the Clerk would again quote to take the above actions.

The Clerk reported that she had completed an insurance claim for the leak in the Civic Hall roof and met with the loss adjuster who was due to investigate the best method of repairing the roof.

**PA 07/22 To approve permission to repair the roof on the garage as there is a leak with associated electrics.**

**Resolved** the Clerk would obtain a quote.

**PA 08/22 To receive a report from Cllr J Weston on the progress of the transfer of the land to the residents of Turner Rise and to note the solicitors quote of £650 plus VAT and disbursements.**

*Deferred*

**PA 09/22 To agree not to change the deed of variation of the lease to Brookbank House in relation to the utility costs due to costs of £500 plus VAT and disbursements if any.**

**Resolved** The Committee agreed this was an unnecessary cost and the Clerk should draft a letter of agreement subject to Brookbank House agreement.

## **PART B**

**Under Standing Orders 3d - Exclusion of the Public.**

**Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential natures of the business to be transacted or for other special reasons.**

**The public's exclusion from part or all a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

It was **Resolved** to move to Part B

*Appendix 1*

**PA 10/22 To note the next meeting is on Wednesday 16<sup>th</sup> March 2022**

Meeting closed at 11.50 pm

## 4.2 Maternity Leave

All employees who give birth are entitled to take maternity leave which lasts for a maximum of 52 weeks. Employees with at least six months' service immediately before the 15th week prior to the expected week of childbirth will also be entitled to be paid Statutory Maternity pay (SMP) for up to 39 weeks of their absence. Because this is a statutory payment there are a number of procedural requirements that must be met in order to make sure that an employee qualifies. The most important requirements are set out below, but if you have any doubts about the rules that apply you should speak to a member of the management team who will make sure that you have all the appropriate information.

### Notification

To qualify for maternity leave you must provide the Council, no later than the end of the 15th week before your EWC (when you are approximately 6 months' pregnant) with the following information:

1. that you are pregnant;
2. the date of the week your baby is due (your expected week of childbirth or EWC);
3. when you intend your maternity leave to start (this date can be changed later – see below); and
4. you must also provide the Council with the original Maternity Certificate (MAT B1) issued by your doctor.

In some circumstances the Council may be able to accept other medical evidence of when your baby is due, so if there is any difficulty in providing the MATB1 certificate you should discuss this with your manager.

If you intend to take advantage of the right to shared parental leave, you should inform the Council of this fact at the same time as you notify the intended start date of your leave.

### **Start of Maternity Leave**

Generally it is up to you to decide when to start your maternity leave. However, your leave cannot begin any earlier than the beginning of the 11th week before your EWC.

Where it is safe to do so, you may choose to continue working right up to your child's birth. However, your maternity leave will begin automatically if you are off sick for a pregnancy-related reason at any stage in the four weeks immediately before your EWC.

If your baby is born before the date that you have notified as the start date for your maternity leave then your maternity leave will begin on the day following the birth.

You may change the date on which you intend to start your maternity leave, but you must notify the Council of your new start date at least 28 days before the original date given (or the new date, if that is sooner). If there is a reason why you cannot give this notice then you should explain the situation to an appropriate manager and the Council will attempt to accommodate your changed circumstances. However, the Council may need to insist on delaying the start of your leave until at least 28 days have passed since your notification of a changed date.

When your baby is born you should inform the Council of this fact as soon as is reasonable practicable.

### **Duration of Maternity Leave**

The standard length of maternity leave is 52 weeks. Once you indicate the intended start date of your leave, the Council will send you a written notification of your expected date of return.

Unless you give due notice to the Council of an earlier date of return, it will be assumed that you intend to take your full 52-week entitlement and you will not be expected back at work before your leave ends. You do not then have to give any notice of your return although it would be sensible to contact your manager some time in advance to discuss any arrangements that may need to be made.

At the end of your maternity leave you are generally entitled to return to the same job as you had before your leave began. If you are away for more than 26 weeks, however, there may be circumstances in which that is not reasonably practicable. In that case, the Council will provide you with a suitable and appropriate role at the same level of seniority and on no-less favourable terms and conditions.

## Dismissal or Resignation

While on maternity leave you remain employed by the Council and bound by your contract of employment. If you decide that you want to leave your employment you will need to submit your resignation in the normal way.

The Council will not dismiss you for any reason related to your pregnancy or your exercise of any right which arises from it. However, if separate circumstances require your dismissal (for instance, because of redundancy) then that will bring your maternity leave to an end.

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If your position becomes redundant during your maternity leave then you will be offered any suitable alternative work that is available.

## Enhanced Maternity Pay



The Council offers enhanced maternity pay in line with the provisions of the [Green](#) book. An employee who meets the other qualifying criteria listed in this policy, and who have more than one year's continuous service at the point of the 11th week before the expected week of childbirth will be entitled to enhanced Maternity pay as follows:

- 6 weeks' leave payable at 90% of normal [pay](#);
- 12 weeks' leave payable at 50% of normal pay, plus Statutory Maternity Pay at the relevant rate; (capped at 100% of normal pay) and
- 21 weeks' leave payable at the relevant rate of SMP

NB: Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.

Statutory Maternity Pay (SMP) is paid to employees who have at least 26 weeks' service immediately before the 15th week before the expected week of childbirth and whose pay is above the Lower Earnings Limit for paying National Insurance Contributions (this changes each year). Employees who earn below that amount may be entitled to a state benefit called Maternity Allowance. The Council will provide you with an appropriate form to help you claim this, where appropriate.

To pay SMP, the Council needs to be given at least 28 days' notice that you intend to claim it. This will normally be given when you inform the Council of your intended start date for maternity leave. If it is not possible to give 28 days' notice, you should give as much notice as is reasonably practicable.

SMP is paid for a maximum total of 39 weeks. The first 6 weeks are paid at 90 per cent of your normal weekly earnings (this is based on an average of your total earnings in the eight weeks immediately preceding the 14<sup>th</sup> week before your expected week of childbirth) and the remaining 33 weeks are paid at a flat rate specified in legislation (this changes each year).

Your entitlement to SMP will be affected if you undertake any paid work (other than 'Keeping in Touch' days, described below) or are taken into legal custody at any time during your period of SMP entitlement. You should inform the Council immediately of any such change in your circumstances.

### **Returning to Work Early**

Not every employee will want to take the full 52 weeks of maternity leave. Some may simply want to return to work early and others may wish (with their partner) to take advantage of the right to shared parental leave (see below).

In order to make arrangements to accommodate an early return the Council is entitled to ask for 8 weeks' notice of the new date, and if that is not given may delay your return until 8 weeks have passed since your notification.

In any event the law requires that you must not be permitted to return to work during the two weeks immediately following the birth.

## **Returning to Work Late**

Following your maternity leave, you are required to return to work on the date notified to you as your expected date of return. If you are unwell on that date then you should follow the sickness absence procedure set out in Section 5.2 of this handbook.

If you are entitled to begin some other period of leave (such as annual leave or parental leave) then you should ensure that you have followed the appropriate procedure for taking such leave as set out in this handbook.

## **Maternity Suspension (Health and Safety Reasons)**

Depending on the nature of your job, there may be circumstances in which it is unsafe for you to continue working while you are pregnant. In some circumstances the law requires a pregnant employee to be suspended on full pay or transferred to alternative duties. Jobs which may come under this category are identified in the risk assessments that the Council has carried out under its health and safety policy. If you are affected by any health and safety issues connected with your pregnancy then the Council will discuss any detailed arrangements that need to be made until it is safe for you to return to your original duties.

## **Maternity Support Leave**

Paid Maternity support leave of 5 days will also be granted to the child's father or the partner or the nominated carer of the expectant mother at or around the time of the birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth.

## **4.3 Adoption Leave**

Employees who are matched with a child for adoption may be entitled to take up to 52 weeks' adoption leave.

Adoption leave is also available to individuals fostering a child under the "Fostering for Adoption" scheme.

Where two parents are adopting a child, only one of them may take adoption leave, and the other (regardless of gender) is entitled to take paternity leave. If both adoptive parents qualify, they may each take shared parental leave.

The arrangements for taking adoption leave are similar to the arrangements for taking maternity leave, but there are several important differences. The key ones are set out below, but if you believe you are entitled to adoption leave you should discuss the situation with an appropriate manager who will ensure that you have all the necessary information.

## Notification

If you intend to take adoption leave you should notify the Council of this within seven days of being notified that you have been matched with a child for adoption (or as soon as is reasonably practicable).

Your notification should set out:

- the date when the child is expected to be placed with you; and

- the date when you want to start your adoption leave.

As with maternity leave, you can change your mind about the start date provided the Council is given at least 28 days – or as much notice as is reasonably practicable.

The Council is entitled to require proof of the adoption which usually takes the form of a matching certificate provided by the agency placing the child.

Adoption leave is the same in duration as that of maternity leave and will last for 52 weeks unless you choose to return early or take advantage of shared parental leave. You may choose to start the leave from the date when the child is placed with you or at any time in the preceding two weeks.

If, for any reason, the placement is brought to an end – for example because the match turns out to be unsuitable – then adoption leave will continue for 8 weeks beyond the end of the placement. After that period you will be expected to return to work as normal.

## Adoption Pay

The arrangements for statutory adoption pay are similar to those for SMP (set out above).



The Council offers enhanced Adoption pay in line with the provisions of the [Green book](#). An employee who meets the other qualifying criteria listed in this policy, and who have more than one year's continuous service at the point of the 11th week before the expected week of childbirth will be entitled to enhanced Adoption pay as follows:

- 6 weeks' leave payable at 90% of normal weekly [earnings](#);
- 12 weeks' leave payable at 50% of normal weekly earnings, plus Statutory Adoption Pay ([SAP](#)) at the relevant rate (capped at 100% of normal pay); and
- 21 weeks' leave payable at the relevant rate of SAP

NB: Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.

### Returning to Work Following Adoption Leave

Your return to work at the end of your adoption leave is on the same basis as for the end of maternity leave (set out above).

## 4.4 Paternity Leave

Employees with 26 weeks' continuous service as at the 15<sup>th</sup> week before the expected week of childbirth will be entitled to take paternity leave if they expect to have parental responsibility for a child and they are either the mother's partner or one of the adoptive parents. The purpose of the leave must be either to care for the child or to provide support for the child's mother or adoptive parent.

There are a number of administrative requirements that must be met in relation to taking paternity leave and employees should discuss their plans with their line manager at as early a stage as possible. The following paragraphs set out the basic requirements, but there are additional requirements that must be met when adopting a child from overseas and employees in this position should talk to their manager who will make sure that full information is provided.

Employees entitled to take paternity leave are entitled to take either one or two weeks of leave. If two weeks are taken they must be consecutive and no individual days can be taken except with the agreement of the Council.

Paternity leave cannot start before a child is born and must be taken at some stage within the first eight weeks following birth (except when the child is born prematurely in which case the leave must be taken within the eight weeks following the expected week of childbirth).

Most new parents choose to begin paternity leave on the date their child is born, but you may if you wish begin the leave at any time you choose provided that the whole of the leave is taken by the end of those eight weeks.

In order to qualify for paternity leave you must notify the Council at least 15 weeks before the expected week of your child's birth or within 7 days of having been notified that a child will be placed for adoption. Your notification should specify how much leave you intend to take and when you intend the leave to begin. Should your plans change, you will need to give the Council 28 days' notice of any revision.

Paternity leave is payable at the statutory rate, which is subject to change every year. You can check the most up-to-date figure with the town clerk.

From: [REDACTED]

Sent: 25 January 2022 13:36

To: [REDACTED]

Subject: RE: Amended handbook

Hi [REDACTED]

The Green Book enhanced maternity pay scheme states that if a pregnant employee has more than one year's continuous service at the point of the 11th week before the expected week of childbirth will be entitled to enhanced Maternity pay as follows:

- 6 weeks' leave payable at 90% of normal pay;
- 12 weeks' leave payable at 50% of normal pay, plus Statutory Maternity Pay at the relevant rate; (capped at 100% of normal pay) and
- 21 weeks' leave payable at the relevant rate of Statutory Maternity Pay

If an employer has an enhanced maternity pay scheme then they should offer the same enhanced pay to an employee going on adoption leave to avoid discrimination claims. This is because same sex couples are likely to adopt.

Let me know if the Council do want to pay enhanced Green Book maternity / adoption pay.

Regards  
[REDACTED]

## **Compassion Pledge: Motion to Bollington Town Council**

### **Background**

#### **Compassion in Politics**

Compassion in Politics are a cross-party think-tank working to put compassion, inclusion, and cooperation at the heart of politics and the political system. They are supported by over 50 parliamentarians from six parties, by public figures including Gillian Anderson, Ruby Wax, and the Dalai Lama, and by an academic network including Alice Roberts, AC Grayling, and Peter Singer.

#### **What this motion aims to achieve**

Society is becoming increasingly divided, faith in politics is dwindling, and public discourse has grown toxic. Councils can play a leading role in helping to address these issues and to build a more compassionate and inclusive society: they are in the unique position of making decisions that directly affect the people who live and work in their community. They are the public's most immediate political representatives with the ability to influence local cultures, interests, and priorities. This motion is designed to encourage councils to use that power for good by:

- a) Making a very clear and public statement about the need for compassion, inclusion, and kindness in politics.
- b) Taking practical steps to better engage the local community in the work of the council, bridging the emerging divide between the public and their representatives.
- c) Instilling an improved culture in the council, making it more welcoming for a diverse range of people.
- d) Leading by example in our community on these values.

#### **Motion**

Bollington Town Council affirms its commitment to operating with compassion, inclusion, respect, and kindness; recognises that, at a time when politics feels increasingly bitter and divided, there is a need to do more proactive work to promote, protect, and embed those positive values; commits to lead by example on these values and not tolerate them within the community, either directed at others, or at council, councillors or our officers and staff; commits also to establish a regular process of policy engagement with people with lived experiences in order to understand their views, feelings, and ideas; and commits to explore avenues for more cross-party working in the development and implementation of policies.