Subject of Motion
Out of Hours emergency cover of the Town Hall

Why this proposal is being made
To make arrangement for out of hours and emergency cover

What is being proposed
The out of hours emergency cover arrangements are not specifically covered in the job description of any member of staff. Neither does the Town Council rely on a third party company to provide out of hours emergency cover, as CWaC does, for its buildings.

The telephone number of the Markets & Estate Officer is given as the emergency contact number to hirers of the Town Hall using the facility out of hours but there is no guarantee that this member of staff will always be available to deal with any out of hours call.

On occasion members of staff have taken an active role in providing out of hours cover when required at the Town Hall. However, there is no requirement for this or any officer to be available and this has been done as a gesture of good will.

Given the scale of operations at the town hall and the low level of risk of emergency call outs it is not felt that a rota for staff is necessary to cover out of hours emergency call outs. Further, within limited existing staff resources it is also not felt that this would be a workable solution.

Certain members of staff have indicated that they would be willing on occasion to give up their time to attend, should the need arise and should they be able, to deal with an out of hours emergency call out, but that this be properly remunerated. Should staff be called on in this way it is suggested that staff be paid a flat rate call out charge of £20 plus an hourly fee of £20 for the first hour and £10 for a subsequent hours to deal with any emergency. This payment would include any travel expenses. However it would be subject to on-costs to cover tax, insurance and pension payments.

A CWaC employee who has previous experience of caretaking at the Town Hall has also offered his assistance in attending to out of hours emergency callouts. A fee for such a callout has not yet been discussed with this officer.

The Committee is asked to consider the points above and discuss how out of hours emergency cover is addressed.
What the financial implications will be

Should a decision be taken to engage staff to cover (when available) then a flat rate call out charge of £20 plus an hourly fee of £20 for the first hour and £10 for a subsequent hours to deal with an emergency could be paid. On-costs would also need to be added to this (Tax NI & Pension). In addition to this Council would have to agree if they wishes to pay travel expenses.

What the expenditure budget line(s) is (are)

Town Centre Assets – Staff salaries 4401

What the implications will be for staff resources

Giving up of own time when required and able to attend

It may be necessary to amend existing staff contracts, draw up new contracts or scheme of works.

The formal motion on which the Council or Committee will vote

That the Committee discuss how out of hours emergency call outs at the Town Hall are dealt with.

That a recommendation setting out the implications for staff (if any) be made to the Human Resources committee be made.

Proposed by

Town Centre Manager