

REPORT OF THE ORGANISATION, METHODS AND PERSONNEL

SUB-COMMITTEE

The Sub-committee met at 7.30 pm on **Monday 25th January 2010** in Committee Room 1 at the Parish Hall, Great Baddow. Cllr Mrs C Shaw chaired the meeting.

Present: Cllrs Mrs C Shaw, Mrs M Miller, T Miller, Mrs D Ronaldson, K Ronaldson, A Sosin and G Jarvis

In attendance: The Clerk of the Council

588/09 Apologies for Absence

There were apologies for absence from Cllr S Martin.

589/09 Declaration of Interests

There were no declarations of personal or prejudicial interests.

590/09 Public Question Time

There were no members of the public present.

591/09 Minutes

The minutes of the meeting held on 26th October 2009 had been signed as a true record at the Finance and General Purposes committee meeting on 2nd November 2009. An amendment was noted in item 451/09, first bullet point, third line to replace "fro" with "for".

592/09 Clerk's Report

There was no written report but Cllr Mrs D Ronaldson asked about the progress on the Child Protection Policy. The Clerk confirmed that this will be on the agenda for the July meeting.

593/09 Power of Well Being

The Clerk reported that she had still to contact EALC about undertaking the CiLCA Power of Well Being module. The Clerk also reported that six councils in Essex had now adopted the power and it was agreed that they would be contacted to ask the reason/s why they decided to take this route. The Clerk circulated a draft Community Engagement Strategy. Following discussion, some amendments were made and forward aims suggested. The Clerk said that the document would be amended and be on the agenda for the July meeting.

594/09 Project Planning

The Clerk reported that she would be attending a Project Management training course on 4th February 2010.

595/09 Internal Audit

The Clerk reported that due to various circumstances, no further progress had been made on this matter. It was agreed that a draft will be circulated and be on the agenda for the March Finance and General Purposes committee, to be ratified by the March Council meeting.

596/09 Training

Further information had been received from EALC regarding member training at Great Baddow. It was agreed that a Member Training Programme will be drawn up and the Clerk will contact EALC to try and arrange for a morning's training in May 2010.

597/09 Matters for Information

- Cllr Mrs D Ronaldson reported that Yvonne Smith had asked for her thanks to be passed to the Parish Council for the nomination to attend the recent Mayor's Evening, which she had thoroughly enjoyed.
- Cllr G Jarvis asked whether the Council required a report on a training course that he will be attending later in the week. The Chairman said that a short report would be welcomed.
- Cllr A Sosin reported that repairs have been undertaken to the footway in Gilmore Way and he believes that the potholes in Jeffrey Road may have been repaired as well.
- Cllr Mrs M Miller reported that she has received her tickets for the Essex Book Festival Event at the Parish Hall and that the ticket numbers are 92 and 93.

It was resolved under the Public Bodies (Admission to Meetings) Act 1960 to close the meeting to the public and press for the following item

598/09 Parish Hall Cleaner

The Clerk had circulated a job description for the appointment of a new Parish Hall Cleaner. It was agreed that a person specification would not be necessary. Following discussion and some amendments made to the job description, it was agreed that the position would be advertised on the Parish Council's noticeboards and in Martins the Newsagent, with a closing date of 5th February 2010. If no applications have been received by that date, the position will be advertised in the Essex Chronicle. It was agreed that the Chairman and the Clerk would undertake the interviews. The Clerk also asked the sub committee to note that on the appointment of a new Parish Hall Cleaner, unbudgeted on costs may be payable.

599/09 Appraisal System

A draft Performance Management and Staff Development policy was discussed and minor amendments made. It was agreed that the matter would be presented to the Council meeting on 8th February 2010. Prior to that, a staff meeting will be held to inform all members of staff about the proposed changes. The Clerk was asked to source training for those who would be undertaking appraisals. It was then recommended by the Sub Committee that the draft policy be put forward for consideration and adoption by the full Council.

There being no further business, the meeting closed at 9.35 pm.

Chairman Dated