

# **REPORT OF THE ORGANISATION, METHODS AND PERSONNEL**

## **SUB-COMMITTEE**

The Sub-committee met at 7.30 pm on **Monday 26<sup>th</sup> October 2009** 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

### **447/09 Apologies for Absence**

There were no apologies for absence.

### **448/09 Declaration of Interests**

There were no declarations of personal or prejudicial interests.

### **449/09 Public Question Time**

There were no members of the public present.

### **450/09 Minutes**

The minutes of the meeting held on 20<sup>th</sup> July 2009 were proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs M Miller.

### **451/09 Clerk's Report**

There was no written report but two items were updated.

- The matter of the Health and Safety Service was raised. The Clerk said that on balance, she did not think that this was necessary and that it might duplicate existing services. It was agreed that this item would not be put forward from the budget.
- The meeting at the Mayor's Parlour for the member of staff who had retired was not arranged due to him being unavailable.

### **452/09 Annual Salary Increase**

The Clerk reported that the salaries increases have been agreed and that this will mean 1.25% for those on SCP 10 or less and by 1% for everyone else. It was also noted that those with less than 5 years service have been given an extra days leave, taking them up to 21 days annual leave.

### **453/09 Child Protection Policy**

The Clerk reported that further to the adoption of the Child Protection Policy at the last meeting, Cllr Mrs D Ronaldson has asked for further investigations to be made into the matter. This has been started but will be a lengthy process and will need to be referred back to another meeting. The matter of CRB checks and child protection registration will also be considered as part of the investigations.

### **454/09 Power of Well Being**

The Clerk told the meeting that the Power of Well Being was extended to local councils by the Local Government and Public Involvement in Health Act 2007 and that the criteria are laid down in the Parish Councils (Power to Promote Well-Being) (Prescribed Conditions) Order 2008. It is for the Council itself to determine whether those conditions have been met. There was a discussion on the matter, which led to the Sub Committee recommending that the Council should not pursue the Power of Well Being at the current time but that the matter should be kept under close review. It was also agreed that the Clerk should

undertake the CiLCA module relating to the power and that a Statement of Community Engagement should be drafted.

**455/09 Internal Audit**

It was noted that the matter of judging the effectiveness of the Internal Auditor had been raised by the External Auditor in the 2008/2009 Audit because there is no system in place. The matter was further discussed and it was agreed that a draft system would be drawn up for the meeting of the Organisation, Methods & Personnel Sub Committee to consider on 25<sup>th</sup> January 2010 before being agreed by the full Council in February or March 2010.

**456/09 Matters for Information**

There were no matters for information.

*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*

**457/09 Project Planning**

The Clerk circulated a short report that included some of the projects that are current and recommended that she should attend a training course at the University of Essex on either 24<sup>th</sup> November 2009 or 4<sup>th</sup> February 2010. This was agreed.

**458/09 Staffing Management Issues**

The Clerk gave a verbal report on several staffing issues and it was agreed that the Clerk should speak to the Grounds Manager about training. Grave concerns were raised about the continued absence of an appraisal system and it was agreed that this would be made a priority issue, after the budgeting round has been completed.

**459/09 Halls for Hire**

The matter of staff hours were discussed and it was agreed that the Clerk should study the job descriptions and contracts before any further action would be taken.

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

Chairman ..... Dated .....