

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

The Committee met at 8.30 pm on **Monday 11<sup>th</sup> August 2014** in Committee Room 1 at the Parish Hall, Great Baddow. Cllr Mrs J Sosin chaired the meeting.

Present: Cllrs Mrs J Sosin, Mrs C Shaw, A Sosin, T Miller, Mrs S Young and G Jarvis

In attendance: The Clerk of the Council

## **258/14 Apologies for Absence**

There were apologies for absence from Cllrs Mrs D Ronaldson and K Ronaldson.

## **259/14 Declaration of Interests**

There were no declarations of other Pecuniary Interests or Registerable Non Pecuniary Interests.

## **260/14 Public Question Time**

There were no members of the public present.

## **261/14 Minutes**

The minutes of the meeting of the committee held on 17<sup>th</sup> June 2014 had been agreed by the Council on 14<sup>th</sup> July 2014. The minutes were proposed by Cllr Mrs J Sosin, seconded by Cllr Mrs S Young and noted.

## **262/14 Car Mileage Rates**

The Clerk told the meeting that the Council should review the car mileage rate but that she had been unable to find the necessary information to present to the committee for consideration. This was noted and the matter will be deferred to the next appropriate meeting to allow the information to be obtained and a report to be drawn up.

## **263/14 Matters for Information**

Cllr A Sosin asked whether the advertisement for the caretaker/cleaner had been published. The Clerk said that due to the staffing difficulties being experienced in the office, this task had not been completed.

*It was resolved that the meeting would be closed to the public and press under the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted in the following items*

## **264/14 Office Staffing**

The Clerk had circulated a report prior to the meeting informing the Council that the Administrative Assistant has been away from the office. The report was noted. In her absence and with the agreement of the Chairman, vice Chairman and other members of this committee, the Clerk has arranged for a temporary assistant to help in the office.

## **265/14 Grounds Staffing**

The Clerk had circulated a report prior to the meeting informing the Council that one of the grounds men has been away from work. The report was noted.

**266/14 Contractual Overtime Working**

The Clerk had circulated a report prior to the meeting, which was discussed. It was proposed by Cllr A Sosin and seconded by Cllr Mrs C Shaw that:

- The committee agrees that the weekend overtime working for the grounds staff is contractual and therefore the employees are entitled to payment for weekends that are rostered but not worked due to sick leave. This should be backdated to 1<sup>st</sup> April 2014, subject to further advice being obtained and subject to review. This is recommended for acceptance by the full Council.
- It can be confirmed that employee’s and employer’s pension payments were deducted from contracted weekend working hours.

**267/14 Staff Terms and Conditions**

The Clerk had circulated a report prior to the meeting, which was discussed. Some issues were raised that require further information and it was agreed that this should be obtained and the matter referred back to the next appropriate meeting for further discussion.

**268/14 OM&P Sub Committee**

The Chairman of the subcommittee/panel, Cllr Mrs S Young presented a report to the committee. The panel has met on three occasions to consider issues raised by an employee under the Grievance Policy. The panel was accompanied on all occasions by a consultant from Vine HR. The panel recommended actions to be taken, which were agreed by the committee and are recommended for acceptance by the full Council. It was also agreed that the financial aspect of the matter will be referred to the Finance and General Purposes committee on 1<sup>st</sup> September 2014 for an allocation of funds to be considered.

There being no further business, the meeting closed at 9.55 pm.

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