

## **Report of the Organisation, Methods and Personnel Committee**

The Committee met at 7.30 pm on **Tuesday 16<sup>th</sup> December 2014** in the Parish Hall, Great Baddow. Councillor Mrs J Sosin chaired the meeting.

Present: Councillors Mrs J Sosin, Mrs C Shaw, Mrs M Miller, K Ronaldson, Mrs D Ronaldson, and Mrs S Young

In attendance:       Assistant Clerk of the Council  
                              Elizabeth Rymell, Vine HR

### **548/14 Apologies for Absence**

There were apologies for absence from Cllrs A Sosin, G Jarvis and T Miller. Cllr T Miller had substituted Cllr Mrs M Miller

The Chairman welcomed Elizabeth Rymell from Vine HR.

### **549/14 Declarations of Interests**

The Assistant Clerk declared an interest in Item 555/14, and a pecuniary interest in Item 554/14(b)

### **550/14 Public Question Time**

There were no members of the public present.

### **551/14 Minutes**

The minutes of the last meeting held on 27<sup>th</sup> October 2014, which were signed by the Council on 10<sup>th</sup> November 2014, were agreed and signed.

Following the decision at the previous meeting on 27<sup>th</sup> October 2014, to pay the HMRC approved car mileage rate, the Assistant Clerk was asked to write to all staff members informing them that this change will take effect from 1<sup>st</sup> April 2015.

### **552/14 Volunteers**

Cllr Mrs J Sosin informed the meeting that she had been approached by a parishioner who had offered to carry out litter picking on a volunteer basis. Following some discussion it was agreed that further information should be sought from Essex County Council and the EALC about the establishment of a volunteer policy. EALC will request assistance in their next bulletin, from any parish council that already has a volunteer policy in place.

### **553/14 Matters for Information**

There were no matters for information.

*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*

The Chairman, Cllr Mrs J Sosin, proposed that Item 8, section 1, should be brought forward and this was agreed.

**554/14(a)Office Staffing – Temporary Assistance**

The Assistant Clerk reported that she had made enquires about additional assistance in the office during the Clerk’s absence on sick leave. It was agreed that the offer of support from an experienced clerk, who has knowledge of the finance package being used in the office, should be accepted at a cost of £275 per day plus mileage, for up to 3 days.

The Assistant Clerk left the meeting

**555/14Staff Review**

It was agreed to accept the Vine HR report with the proviso that the Clerk is given an opportunity to comment at the earliest opportunity. Proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw.

It was agreed to proceed to Phase 2 of the proposal from Vine HR. In addition to the policy review and development, it was agreed to include submission of the revised job profiles for both the current and Option 1 structures for consideration at the next Organisation Methods and Personnel Committee on 2<sup>nd</sup> February 2015.

It was agreed that Vine HR should submit a proposal with respect to the review of the Grounds Services.

The committee wish to record their thanks to Vine HR.

**554/14(b)Office Staffing – Additional Responsibilities Allowance**

At the Council meeting on 8<sup>th</sup> December 2014, it was agreed to make an additional responsibilities allowance to the office staff, and to authorise this Committee to finalise the terms. In line with that decision it was proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw to make an allowance on a monthly basis, backdated to 1<sup>st</sup> November 2014. It was also agreed that this should be reviewed on a monthly basis, pending the return of the Clerk.

It was agreed that if the current budgets are unable to meet these additional costs, the monies should be taken from Council reserves.

There being no further business the meeting was closed at 8.45 pm.

Signed.....Chairman..... Date