

Report of the Organisation, Methods and Personnel Committee

The Committee met at 7.30 pm on **Monday 2nd November 2015** in Committee Room 1 at the Parish Hall, Great Baddow. Councillor Mrs S Young chaired the meeting.

Present: Councillors Mrs S Young, Mrs J Sosin, Mrs C Shaw, A Sosin, G Jarvis, Mrs D Ronaldson, K Ronaldson and Mrs V Chiswell

In attendance: Clerk of the Council

470/15 Apologies for Absence

There were no apologies for absence as all members of the committee were present.

471/15 Declarations of Interests

There were no declarations of any Disclosable Pecuniary Interests, Other Pecuniary Interests or Registerable Non Pecuniary Interests.

472/15 Minutes

The minutes of the last meeting held on 7th September 2015, which had been signed by the Council on 21st September 2015, were agreed and signed. Proposed by Cllr Mrs S Young.

473/15 Public Question Time

There were no members of the public present.

474/15 Clerk's Report

Cllr K Ronaldson reported that he, Cllr K Liley and 4 members of staff had attended the Risk Assessment Course at EALC on 20th October 2015. The Clerk suggested that the same people should attend a Health & Safety course next year. This was agreed.

475/15 Staff Review

Prior to the meeting, the Clerk had circulated a report from the working group, with the Evaluation Report from Vine HR attached. Some additional and amended information had also been circulated.

A working group consisting of Cllrs Mrs S Young, Mrs J Sosin, Mrs C Shaw and the Clerk had met on two occasions, namely 8th and 21st October 2015 to discuss the report submitted by Vine HR, following the Job Evaluations that were carried out on 25th September 2015. The report for discussion by the committee is the recommendation of the working group. It was agreed that any additional monies required in the 2015/2016 Financial Year should be taken from the central projects budget.

It was proposed by Cllr Mrs S Young and seconded by Cllr G Jarvis that the recommendations of the working group should be accepted and that the new staff structure and job profiles should take effect from 1st January 2016.

476/15 Health and Safety Policy

A further meeting of the Health and Safety at Work Committee took place on 1st October 2015 and the next one will be on 7th January 2016. A report of the meeting still has to be presented to Council.

Cllr K Ronaldson raised the matter of keeping in contact by mobile telephone for lone workers and the Clerk said that an informal system is in place, which will be formalised as soon as possible.

The Clerk reported that the first meeting of the Grounds Staff to discuss risk assessments had taken place on 8th October 2015. The subjects under discussion had been lone working and chemical/fuel storage. These are currently being actioned and will be added to the information available in the Grounds Office.

477/15 HR and Health & Safety Support

Following a decision by the Council, a contract was signed with Wirehouse Employer Services on 23rd October 2015 to provide HR and Health & Safety Support. Since then, the Clerk has contacted them for advice on two HR matters, which have both been dealt with extremely promptly.

A date has been fixed for an advisor to attend the Council offices to discuss the contracts and the handbook. This will be on 2nd December 2015. The company will be contacting the Council fairly shortly to arrange a date to start looking at Health & Safety policies etc. that are in place. Cllr Mrs S Young said that this date should be followed up if nothing has been heard by the end of the week.

478/15 Internal Review of the Grounds Service

Cllr Mrs S Young and the Clerk met with the Grounds Manager on 1st October 2015 and the Grounds Manager was asked to produce a works schedule and programme. Cllr Mrs S Young, Cllr A Sosin and the Clerk then met on 13th October 2015 to discuss what had happened at the previous meeting and to set a meeting date for all to meet.

This meeting took place on 2nd November 2015 but the Grounds Manager could not be present due to ill health. Cllr Mrs S Young reported that it had been agreed to move on with items that did not require technical expertise and that a report would be presented to the Grounds Committee on 7th December 2015, with a recommendation that the personnel aspects of the review are considered by the Organisation Methods & Personnel committee in January 2016.

479/15 Budget

Cllr Mrs S Young had made the suggestion that as the Organisation Methods & Personnel committee is no longer a subcommittee, it ought to have a budget heading of its own. This could be done by creating another cost centre and transferring the relevant personnel related budgets from the Finance & General Purposes committee. This could take place from 1st April 2016. This was proposed by Cllr Mrs S Young and seconded by Cllr Mrs D Ronaldson and agreed.

480/15 Training

A draft training Programme for 2016 had been circulated prior to the meeting and also additional information about costings. The programme was discussed and agreed, with one amendment made to the Grounds Manager's training plan. It was agreed that evaluation forms should be developed for members of staff who have attended courses. The Clerk was

asked to look at the budget provision figure before the November Finance and General Purposes committee meeting.

481/15 Managing Attendance

The Clerk had circulated a report prior to the meeting with amended wording for Section 2.3 of the Managing Attendance Policy, adopted on 20th April 2015. With one amendment, the wording was proposed for acceptance by Cllr Mrs S Young and seconded by Cllr Mrs V Chiswell. The amended wording was agreed.

482/15 Matters for Information

- Cllr Mrs C Shaw told the meeting that a visitor from Canada had recently been to the Lawn Cemetery and was delighted with the way that it is being kept. A Thank You card was passed to the Clerk, to pass on to the Grounds Staff.
- Cllr K Ronaldson asked that the employment of an apprentice for the Grounds Team should be considered. This was supported unanimously by the committee and it was agreed that it will be considered at an appropriate time.
- Cllr Mrs D Ronaldson reported that the street lights are only coming on half an hour after sunset. The Clerk will speak to Essex County Council Highways.
- The Clerk told the meeting that Nigel Smith has recently completed 25 years' service with the Parish Council. The committee gave its congratulations to Mr Smith and asked that the Clerk should write to him.

483/15 Private and Confidential

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 item. Proposed by Cllr Mrs S Young and seconded by Cllr Mrs J Sosin.

484/15 Staff Sickness

The Clerk had circulated a report prior to the meeting and updated the committee on recent events. The member of staff returned to work today and having taken advice from the solicitor at Wirehouse, the Clerk will be meeting with him on Wednesday 4th November 2015.

The Clerk reported to the committee that another member of the Grounds Staff is currently away on sick leave.

There being no further business the meeting was closed at 8.58 pm

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