

Report of the Organisation, Methods and Personnel Committee

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

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

In attendance: Assistant Clerk of the Council

606/14 Apologies for Absence

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

607/14 Declarations of Interests

The Assistant Clerk declared an interest in Item 617 /14

608/14 Public Question Time

There were no members of the public present.

609/14 Minutes

The minutes of the last meeting held on 16th December 2014, which were signed by the Council on 19th January 2015, were agreed and signed.

610/14 Health and Safety Committee

Cllr Mrs S Young outlined the membership requirements for the Committee and following some discussion it was agreed that:

1. The two councillor representatives will be Cllr K Ronaldson, and, nominated in his absence, Cllr K Liley. Cllr Mrs J Sosin will contact Cllr K Liley to obtain his agreement to the proposal. Cllr Mrs S Young agreed to act as the second councillor representative should Cllr K Liley not be available.
2. All staff members will be asked to nominate a fellow employee as their representative, and one of the two staff representatives will be from the Grounds staff. In addition, the Deputy Grounds Manager will attend in his capacity as the Parish Council's Health and Safety representative.
3. The first meeting of the committee will be held before the end of February and the timetable for future meetings will be agreed at that time.

These arrangements will be confirmed at the Council meeting on 16th February 2015.

611/14 Staff Handbook

Cllr Mrs S Young informed the meeting that the Staff Handbook had been previously discussed at the meeting of the Organisation Methods and Personnel Committee on 28th January 2013, where it was agreed that the Clerk would incorporate further amendments, and consider the staff contracts, before submitting information to Northgate Arinso. This work had not been completed and some elements are now being considered by Vine HR as part of the staffing review. It was agreed that a Working Group should be set up to review the document. The membership of the Group will be Cllrs Mrs S Young, Mrs D Ronaldson, K Ronaldson if available, a

representative from Vine HR and the Assistant Clerk or Administrative Assistant. Cllr Mrs S Young will send an email to the members with proposed dates for the first meeting.

612/14 Volunteers

Cllr Mrs J Sosin informed the meeting that the office had received an offer from a parishioner to litter pick in his local area, and it was agreed that this individual action should be applauded. However, the organisation of volunteers on a regular basis would require management, training and the purchase of equipment, and it was agreed that this would not be appropriate at the present time, but could be reconsidered at a later date. It may be possible to consider one off events, where a particular need can be evidenced. Cllr A Sosin enquired about the routes covered by the Parish Council's litter pickers, and the Assistant Clerk will ask the Grounds Manager to provide this information for the next meeting of the Highways Committee. A draft Volunteer Policy, compiled by the Clerk in May 2014, will be circulated for the next meeting of this Committee.

613/14 Complaints and Compliments Procedure and Policy

A first draft of a Complaints and Compliments Policy, compiled by Cllr Mrs S Young, had been circulated prior to the meeting. It was agreed that Cllrs Mrs J Sosin and Mrs M Miller would review the document and add any additional information, prior to further consideration at the next meeting of this Committee.

614/14 Groundstaff – Mobile Phones

The Assistant Clerk informed the meeting that this matter had been raised at the meeting of the Risk Assessment Working Group where it was proposed that new phones should be purchased as a matter of urgency, as a number of the existing phones are now out of order. It was agreed that five new phones should be purchased, and new SIMs should also be purchased, if they are necessary to enable the existing phone numbers to be retained. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw.

615/14 Matters for Information

1. Cllr A Sosin informed the meeting that the number of large tables in the Bell Centre Shaw Room had been reduced due to damage, and were now insufficient for a small meeting. It was agreed that it would not be possible to move a table from the Parish Hall to the Bell Centre, but the caretaker would be asked to store some of the smaller tables in the Shaw Room.
2. Cllr A Sosin gave his apologies for the Finance and General Purposes Committee meeting on 9th February 2015.

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

616/14 Staff Absence

The Committee received information on the current long term absence of two employees on sick leave. The length of the absences, within the 12 month rolling period, was noted along with the amount of annual leave remaining to be taken in the current year. Both employees have received a

home visit or a face to face meeting. It was agreed to seek a cost for further advice regarding long term absence.

617/14(a) Office Staffing

The Committee received a letter from a member of staff with regard to a discrepancy in salary payments, and an enquiry made some time ago concerning the position of the post. These matters will be investigated, and Cllr Mrs J Sosin will send a reply to confirm this action.

The Assistant Clerk left the meeting at 9.30pm.

The meeting was adjourned at 9.45pm and it was agreed to reconvene at 7.30pm on Tuesday 3rd February 2015, to continue the discussion on office staffing.

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

Report of the Organisation, Methods and Personnel Committee

The Committee reconvened at 7.30 pm on **Tuesday 3rd February 2015** in Committee Room 1, at the Parish Hall, Great Baddow. Councillor Mrs J Sosin chaired the meeting.

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

617/14(b) Office Staffing continued

The Committee considered the Phase 2 report and agreed to propose Option 1 to the next Council meeting. It was emphasised that there should be significant consultation with the Clerk and the Assistant Clerk before any changes are made. There is no change to employee numbers.

A set of new individual job profiles had been prepared by Vine HR, these were considered and some changes were suggested. Vine HR will be asked to revise the documents which will be circulated prior to consultation with staff. The Committee recognised the need to add the post of weekend caretaker to the structure and the list of job roles. Vine HR will be asked to update the structure diagram.

Grounds Management – Review of service delivery

The Committee agreed that a review of terms and conditions at this time was not appropriate, but an internal review by the Grounds Manager, with the staff, will be supported.

Managing Attendance Policy and Procedure

It was agreed that the policy and procedure for managing attendance should be considered by the Council meeting on 16th February and this will include monitoring arrangements and a review of timescale. Once the policy has been agreed by Council, consultation with all staff will take place prior to implementation.

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

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