

Report of the Organisation, Methods and Personnel Committee

The Committee met at 7.30 pm on **Tuesday 23rd June 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

165/15 Apologies for Absence

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

166/15 Declarations of Interests

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

167/15 Minutes

The minutes of the last meeting held on 9th April 2015, which had been signed by the Council on 20th April 2015, were agreed and signed. Proposed by Cllr Mrs S Young and seconded by Cllr Mrs J Sosin.

168/15 Public Question Time

There were no members of the public present.

169/15 Matters for Information

- Cllr Mrs D Ronaldson told the meeting that she and Cllr K Ronaldson would be away on holiday from 13th June 2015.
- Cllr A Sosin raised the issue of the allotment competition judging. The Clerk said that the matter will be on the agenda for the Allotments subcommittee meeting on 29th June 2015.
- Cllr Mrs J Sosin told the meeting that the Health, Safety and Welfare at Work committee had met on 15th June 2015 and that Mrs M Dixon has been appointed as the Chairman. She asked who was writing the minutes and the Clerk said that she had already written them. Cllr Mrs J Sosin asked about future meeting dates and the Clerk said that as per the Terms of Reference for the committee, these will be set and reported to Council on 20th July 2015. Cllr Mrs J Sosin also asked about training and the Clerk said that the Chairman of the committee will be reporting the agreed actions to be taken, to the Council on the same day.
- Cllr G Jarvis reported that he and Cllr K Liley had attended a reception and presentation held by the Army at Boreham House. He said that the presentation had been aimed at larger employers but that it had nevertheless been interesting and enjoyable.

170/15 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 A Sosin.

171/15 Staff Review

The report from Vine HR on the feedback from members of staff about the consultation on the job profiles was discussed. It was agreed to make a number of amendments and these will be communicated to the staff, with reasons as to why or why not the Council made them. Once everything has been finalised, the job profiles will be referred to a panel for evaluation.

On the matter of evaluation, the Chairman told the meeting that the Clerk had requested that her job should be evaluated using the SLCC/NALC scheme, which has been the practice since 2004. It was confirmed that this scheme allows the Council to evaluate itself, its services and functions and then to set the Clerk's salary scale accordingly. This scheme is based on the Hay System and is jointly supported by the SLCC and NALC. It was agreed that this scheme should be retained for the evaluation of the Clerk's job.

It was confirmed that Vine HR will be undertaking a revision of the staff handbook and the Clerk will be looking at the contracts.

- Cllr Mrs S Young told the meeting that one of the members of staff who had been away on long term sickness absence had been away again, following a further procedure. The member of staff has now returned to work and a further referral is to be made to Occupational Health.
- It was agreed that the matter of monies for further HR support will be referred to the Finance and General Purposes committee for consideration.
- The Clerk told the meeting that the Internal Review of Grounds is on the agenda for the Grounds committee on 29th June 2015.
- Cllr A Sosin asked if the position of weekend caretaker has been advertised yet. The Clerk said it had not because a job profile is not available at the moment. Once the profiles have been agreed and evaluated, the new position can be advertised.

There being no further business the meeting was closed at 9.32pm

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