

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

The Committee met at 7.30 pm on **Monday 24<sup>th</sup> October 2016** 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, Mrs D Ronaldson, A Sosin and Mrs V Chiswell

In attendance: Clerk of the Council

### **456/16 Apologies for Absence**

There were apologies for absence from Cllrs G Jarvis and K Ronaldson.

### **457/16 Declarations of Interests**

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

### **458/16 Minutes**

The minutes of the last meeting held on 18<sup>th</sup> July 2016, which had been signed by the Council on 1<sup>st</sup> August 2016, were agreed and signed. Proposed by Cllr Mrs S Young and seconded by Cllr A Sosin.

### **459/16 Public Question Time**

There were no members of the public present.

### **460/16 Clerk's Report**

#### **1. Staff Review – Job Evaluations**

The letters to the two members of staff who appealed were sent out to them following the last meeting, the decisions having been back-dated to the beginning of the year.

The Clerk met with Jenefer Sands from Wirehouse on 18<sup>th</sup> October 2016 and during the discussions, the matter of the job evaluations was raised. The Clerk has been advised that the letters notifying some members of staff about a decrease in salaries were incorrect and letters will be drafted by Wirehouse to rectify the situation. This will also potentially make a difference to the draft Grounds budget and the Clerk will investigate this with the relevant councillors.

#### **2. Meetings of the Health, Safety and Welfare at Work committee**

Unfortunately, due to continuing staffing pressures, the early October meeting of the committee was not held. The Clerk was asked to speak to Wirehouse about the frequency of these meetings.

#### **3. Training Plan agreed in January 2016**

Update on courses attended and booked.

<b>Course</b>	<b>Date</b>	<b>Attended by</b>
Garden of Remembrance	15 <sup>th</sup> September 2016	Clerk and Deputy Clerk
Cemetery Management	4 <sup>th</sup> October 2016	Clerk, Deputy Clerk & Admin Assistant

<b>Course</b>	<b>Date</b>	<b>Booked for</b>
Vine HR Employment Overview	1 <sup>st</sup> November 2016	Cllr Mrs Val Chiswell

It was noted by Cllr A Sosin that the 2017 training programme was circulated at the EALC AGM. The Clerk said that as soon as a copy is received by the office, it will be circulated to all councillors.

4. **First Aid**

The Clerk said that a policy is still being drafted and that as soon as it is finished, it will be presented to the next appropriate meeting.

461/16 **Employment Contracts and Draft Policies for inclusion in the Staff Handbook from Wirehouse Employer Services**

The Clerk had met with Jenefer Sands from Wirehouse on 18<sup>th</sup> October 2016, to discuss some of the amendments to be made to the staff contracts. A report on these had been circulated and following discussion, they were agreed. The Clerk will ask Wirehouse to submit the final wording of the contracts, so that the Council can formally accept them.

During the discussion, the matter of annualisation of hours was raised but the Clerk recommended that this was deferred. Also, the contractual weekend working was raised and the Clerk was asked to discuss this matter with Wirehouse. Several members raised the issue of a confidentiality clause and it was agreed that if recommended by Wirehouse, one would be added to the contracts.

The Clerk said that as soon as the contracts were agreed, she would speak to Wirehouse about the Staff Handbook.

462/16 **Health & Safety Strategy from Wirehouse Employer Services**

Cllr Mrs S Young explained that it had not been possible to arrange an appointment to meet with the Health & Safety advisor from Wirehouse. However, further attempts are now being made, although it is unlikely that the advisor will be available until the end of November/beginning of December 2016.

463/16 **Long Service Awards**

The Clerk reported that she had not received any further information from other councils and so the original information stood. Cllr Mrs S Young suggested that various milestones could be marked while still in service, e.g. 10 years, 20 years and 25 years and that this could be marked with an additional day's holiday for the first two and a certificate for the third. This was proposed by Cllr A Sosin and seconded by Cllr Mrs C Shaw and agreed unanimously.

It was proposed by Cllr Mrs S Young and seconded by Cllr Mrs J Sosin that volunteers should be presented with a certificate for 25 years' service and that this should be presented at the Community Celebration. This service must be continuous. This was agreed unanimously.

464/16 **Budget**

A draft budget for 2017/2018 had been circulated. It was proposed by Cllr Mrs S Young and seconded by Cllr Mrs D Ronaldson that this budget should go forward to the Finance and General Purposes Committee as the recommendation of this Committee. This was agreed unanimously.

**465/16 Matters for Information**

- Cllr Mrs C Shaw reported that a resident had approached her about the advertising of the office opening hours and that these do not appear on the website or on the noticeboards. The office hours are printed in the Great Baddow Times. It was agreed that the website and the noticeboards will be updated.
- Cllr Mrs V Chiswell asked for confirmation about the entertainment for the 2017 Community Celebration and it was confirmed that the WI have been asked to do this.

**466/16 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 items. Proposed by Cllr Mrs S Young and seconded by Cllr Mrs J Sosin.

**467/16 Internal Review of the Grounds Service**

It was reported that the Working Group has not met again since 12<sup>th</sup> September 2016 but that work is progressing on the potential contracts. Notices of Intention had been posted for two weeks during September 2016 and the hit-rate from the website had been very good. The specifications are now being drafted and it is hoped that they can be posted by the end of October 2016 and will be open for three weeks.

**468/16 Litter Picker**

The Clerk reported that following an interview conducted by Cllr A Sosin and herself, Joshua Stewart has been appointed as a Litter Picker on SCP7. He started work on 19<sup>th</sup> October 2016 and has been supplied with PPE.

Some problems have come to light about the round and the Clerk is investigating the matter.

**469/16 Ground Supervisor & Compliance Officer**

The Clerk reported that there had been a recommendation from the Internal Review of the Grounds Service, that another employed position was required. A new job profile had been drawn up and was informally agreed by the working group. This job profile has been evaluated on a scale of SCP26-29. It was proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw that the position is agreed and will commence on 1<sup>st</sup> December 2016. This will be on the terms agreed. This was agreed unanimously.

The Clerk noted that administrative cover for the office will be required and it was agreed that this should be based on 20-25 hours per week to cover a nine month secondment. This was proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw and agreed unanimously. Cllr Mrs J Sosin gave thanks to all those that have been involved in the work.

There being no further business the meeting was closed at 9.03 pm

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