

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

The Committee met at 7.30 pm on **Monday 7<sup>th</sup> September 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

### **277/15 Apologies for Absence**

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

### **278/15 Declarations of Interests**

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

### **279/15 Public Question Time**

There were no members of the public present.

It was agreed by the committee that an item for the Clerk's Report should be added to future agendas.

It was also agreed that a copy of the statement to be read out by committee chairmen about the Recording of Meetings should be put into the front of the attendance register.

7.31pm – Cllr Mrs V Chiswell entered the meeting

### **280/15 Minutes**

The minutes of the last meeting held on 23<sup>rd</sup> June 2015, which had been signed by the Council on 20<sup>th</sup> July 2015, were agreed and signed. Proposed by Cllr Mrs S Young.

### **281/15 Staffing Review**

The Clerk reported that the job profiles and the additional information had been submitted to Vine HR. The Clerk asked the committee to note that the additional information had taken 6 working days to complete. The evaluation panel was going to take place on Friday 4<sup>th</sup> September 2015 but Vine HR did not inform the Clerk about this until 4.00pm on Wednesday 2<sup>nd</sup> September 2015. An e.mail received this afternoon from Vine HR says that the evaluation could not take place on Friday but will be reconvened for next week.

The Clerk was asked to check if the money for the job evaluations has been agreed.

### **282/15 Health and Safety Policy**

The first meeting of the Health, Safety and Welfare at Work Committee took place on Monday 15<sup>th</sup> June 2015, where Mrs M Dixon was elected as the Chairman for 2015/16.

It had been reported to the Council meeting on 16<sup>th</sup> July 2015 that meetings of the committee will take place on a quarterly basis and the dates are 1<sup>st</sup> October 2015, 7<sup>th</sup> January 2016, 7<sup>th</sup> April 2016 and 7<sup>th</sup> July 2016.

Risk Assessment training has now been arranged for the members of the committee on Tuesday 20<sup>th</sup> October 2015. In addition the Assistant Clerk and the Grounds Manager will also be attending. The Clerk has already attended both the training courses on Health & Safety and Risk Assessment.

Places have also been booked on the Cemetery Customer Care course on 10<sup>th</sup> November 2015 for the office and Grounds staff.

**283/15 Managing Attendance**

The Clerk had circulated a report prior to the meeting requesting clarification of Section 2.3 of the Managing Attendance Policy. After some discussion, the Clerk was asked to submit a re-wording of the section for consideration by the committee and in the meanwhile the committee gave discretion to the Clerk regarding medical appointments.

**284/15 HR Support**

The Clerk had circulated a report prior to the meeting regarding the funding for the Review of the Staff Handbook and the ongoing HR and Health & Safety support. After discussion it was agreed that the item relating to the ongoing support should be removed from the agenda for the Finance and General Purposes committee and that the Clerk should submit a further report about the companies that have quoted for the service.

**285/15 Internal Review of the Grounds Service**

After discussion it was agreed that the review should be deferred pending the outcome of the financial review and the implementation of the new staff structure. It was also agreed that the Finance and General Purposes Working Group should discuss the matter at its meeting on Wednesday.

**286/15 Matters for Information**

- Cllr Mrs V Chiswell asked about the pension arrangements for the Council. The Clerk said that the Council is in the Local Government Pension Scheme and that only one eligible member is not already in the scheme. The Clerk told the meeting that she had informed the member of staff in 2013 that membership will be compulsory by 2017.

**287/15 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 C Shaw.

**288/15 Staff Review**

The Clerk had circulated a report prior to the meeting and updated the committee on recent events. The committee discussed and considered the options that are open to the Council and it was agreed that the Clerk should contact Occupation Health to confirm the next step. This will be reported to the Council on 21<sup>st</sup> September 2015.

There being no further business the meeting was closed at 9.05 pm

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