



## Minutes of the Organisation, Methods and Personnel Committee

The Committee met at 7:30 pm on **Monday 22<sup>nd</sup> October 2018** in Committee Room 1 at the Parish Hall, Great Baddow. Councillor Mrs S Young chaired the meeting.

Present: Councillors Mrs C Shaw, Mrs J Sosin, Mrs V Chiswell, Mrs D Ronaldson, K. Ronaldson, A Sosin

In attendance: Clare Milligan The Clerk of the Council

### **425/18 Apologies for Absence**

Apologies for absence were received from Cllr G Jarvis.

### **426/18 Declarations of Interests**

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

### **427/18 Minutes**

The minutes of the meetings held on 16<sup>th</sup> July 2018 and 30<sup>th</sup> July 2018, which had been signed by the Council on 6<sup>th</sup> August 2018, were agreed and signed. Proposed by Cllr Mrs S Young and seconded by Cllr K Ronaldson and proposed by Cllr Mrs S Young and seconded by Cllr Mrs V Chiswell respectively. The minutes of the 13<sup>th</sup> August 2018 were agreed and signed. Proposed by Cllr Mrs S Young and seconded by Cllr Mrs C. Shaw. The minutes were agreed unanimously.

### **428/18 Public Question Time**

There were no members of the public present

### **429/18 Clerk's Report**

1. **Grounds Supervisor Job Profile** - This has all been agreed and re benchmarked.
2. **Health and Safety** – Wirehouse have been in to undertake a H&S review and issued a rolling Action Plan for completion.
3. **Training** – this is ongoing. The clerk has started her CiLCA as well as undertaking various other courses. The whole office is trained on the finance RBS system.
4. **Employment Contracts** – Every member of staff has received a contract and signed.
5. **First Aid Policy** – This has been brought back to the OM&P meeting as it was felt it did not quite fit and will be re looked at ready for the meeting in January 2019.
6. **Health & Safety Committee** – The first meeting is scheduled to take place on Thursday 22<sup>nd</sup> November.

### **430/18 Long Service Award**

A handwritten signature in black ink, appearing to be the initials "JS", is located in the bottom right corner of the page.

It was confirmed that the long service award works as follows:  
After 10 years of service the employee is given an extra day holiday which they will continue to receive until they have reached 20 years of service when they will receive another additional day leave which will continue throughout their working career with the council. In addition to this after 25 years of service the employee will receive a Certificate of acknowledgement and thanks. The Clerk will make sure this is implemented and the appropriate members of staff receive the extra day holiday due.

**431/18 Health & Safety**

This is ongoing, and the Clerk continues to produce Risk Assessments and policies. The Clerk advised there had been one accident reported.

**432/18 Training Plan**

The Clerk was unable to produce the plan and advised that this would be corrected for the next meeting in January 2019

**433/18 Policies**

These were postponed until the next meeting in January 2019.

**434/18 Budget Allocation**

The Clerk went through the 3 budget lines and this was agreed. Proposed by Cllr Mrs S Young and Cllr Mrs J Sosin

§ **435/18 Matters for Information**

1. Cllr K Ronaldson advised that the Bell Centre was still being advertised on the website.
2. Cllr Mrs V Chiswell advised that the Great Baddow sign was still in a bad state and that it needed to be raised. She also advised that the village sign was covered by foliage.
3. Cllr Mrs S Young advised that she reported a light close to her home that was dangerous and had been reported to the council had been fixed.

**436/18 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 and agreed unanimously.

**437/18 Staffing Update**

The Clerk gave an update on the staffing issues

There being no further business the meeting was closed at 8:10pm

Signed.....*J E Sosin*.....Chairman.....*12th November 2018*.....Date