

Report of the Organisation, Methods and Personnel Committee

The Committee met at 7.30 pm on **Monday 23rd October 2017** in Committee Room 1 at the Parish Hall, Great Baddow. Councillor Mrs S Young chaired the meeting.

Present: Councillors Mrs S Young, Mrs C Shaw, Mrs J Sosin, K Ronaldson, A Sosin, G Jarvis, Mrs V Chiswell and Mrs M Miller

In attendance: Cllr T Miller
Clerk of the Council

430/17 Apologies for Absence

Apologies for absence were received from Cllr Mrs D Ronaldson, who had substituted Cllr Mrs M Miller.

431/17 Declarations of Interests

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

432/17 Minutes

The minutes of the last meeting held on 4th September 2017, which had been signed by the Council on 11th September 2017, were agreed and signed, with the following amendment to Item 282/17, sixth line, the words 'but did not agree with the proposal to appoint a Clerk Designate' to be deleted. Proposed by Cllr Mrs S Young and seconded by Cllr Mrs J Sosin. The minutes were agreed unanimously.

433/17 Public Question Time

There were no members of the public present.

434/17 Clerk's Report

1. Meetings of the Health, Safety and Welfare at Work Committee

The current membership of the Health, Safety & Welfare at Work Committee was confirmed in May 2017. Unfortunately, time has been limited since the last Organisation, Methods & Personnel committee meeting and so it has not been possible to arrange a meeting of the Health, Safety & welfare at Work committee. This is something that the Clerk will discuss with the representative from Wirehouse and confirm the arrangements to be made.

2. HR Advice from Wirehouse Employer Services

The Clerk has spoken to Wirehouse ES to arrange a meeting to discuss the contracts and handbook and is awaiting a call back to arrange a date for the same.

3. Health & Safety Strategy

The Clerk has spoken to Wirehouse ES to arrange a meeting to discuss the Health & Safety Strategy and will be meeting with the representative on 9th November 2017.

4. First Aid

Unfortunately, due to staffing shortages and staff illness, the drafting of the First Aid policy has not yet been completed. Advice will be sought about what should be included from Wirehouse at the proposed meeting.

5. Long Service Awards

Further to the decision taken at the last committee meeting and ratified at the Council meeting on 14th November 2016, the long service awards are still to be implemented.



Unfortunately, proposals for the procedure for the long service awards has not been completed but this will be undertaken as soon as possible.

6. Staff Sickness

The Clerk was away from work on sick leave from 10th- 13th October 2017. A Return to Work interview was carried out on 17th October 2017 and suggestions about changes were discussed. These are to be trialled and any significant changes will be reported back to the next meeting.

One of the litter pickers has still not been able to return to work. As the period of sickness is now more than six months, his salary has been amended and the Clerk will organise a meeting to speak to him about the ongoing absence.

7. Resignation

The Clerk has received a letter of resignation from one of the Grounds Maintenance Operatives. His last date of employment will be 22nd December 2017. The committee agreed that the post is required and that steps to recruit will have to be taken. It was agreed that the matter will be put on the agenda for 6th November 2017 for consideration by the Finance & General Purposes committee.

435/17 Local Service Fund

The Clerk circulated information about the newly launched Local Service Fund. The funding is from Essex County Council and it will be administered by EALC. The matter is on the agenda to consider whether the Council should submit an application form, requesting funding for a Community Handyman. It was noted that the funding is either a one-off amount of £10,000.00 or £5,000.00 each year for three years. It was also noted that match funding will be required. After much discussion it was proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw that an application should be submitted to the Local Service Fund for funding to engage a Community Handyman. This was agreed unanimously.

436/17 Matters for Information

- Cllr Mrs C Shaw reported that she had attended the Essex Playing Fields Association AGM and had collected two certificates of merit for the Best Kept Playing Fields Competition. She had taken these to the Recreation Ground office to show the staff and after discussion, it was agreed that the certificates should be displayed there. It was also agreed that copies would be displayed in the noticeboard on the wall outside the office.
- Cllr Mrs C Shaw reported that she had been contacted by Dave Allen from the Great Baddow East Neighbourhood Association. He told her that the CCTV camera that had been put up in the Bringey had now been removed. He also told her about a meeting that the Association had recently had with Chelmsford City Council, where CCTV was discussed. It had been suggested that the Parish Council may be approached for funding towards some CCTV. At that meeting, it had been suggested that the Vineyards Centre may be upgrading their CCTV. The committee noted that Chelmsford City Council is supposed to be sending regular updates about matters in Great Baddow to the Council and it may be that the next update may contain further information about possible CCTV.
- Cllr K Ronaldson told the meeting that he had received a leaflet asking for on-call fire officers. A possible reply was discussed but it was agreed that

no reply would be sent. It was also noted that there is an open day at the fire station on 28th October 2017.

- Cllr Mrs J Sosin told the meeting that there was a problem with the delivery of the Great Baddow Times. The office had found out that the delivery company was no longer delivering leaflets and Cllr Mrs C Shaw had found out that the company has gone into liquidation. Cllr Mrs J Sosin said that she had sent round an e.mail asking for help from all councillors in delivering the magazine. It was agreed that the matter of the delivery would be placed on the agenda for the Finance & General Purposes committee on 6th November 2017. It was also agreed that further information about Community Ad would be gathered for that meeting.

437/17 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.

438/17 Job Profiles

1. Grounds Supervisor

Cllr Mrs S Young and the Clerk had met with the Grounds Supervisor on 19th September 2017 where changes to the job profile had been discussed and agreed. The role had been agreed by the Council at its meeting on 9th October 2017. Several further matters were raised and discussed, and one minor amendment was made to the job profile. It was proposed by Cllr Mrs S Young and seconded by Cllr Mrs V Chiswell that the amendment should be put to the Grounds Supervisor and if agreed, be confirmed. This was agreed unanimously.

2. Administrative Assistant

The Clerk had circulated draft documents prior to the meeting and recommended that the job title should be changed to Administrative Officer. This was agreed unanimously. The job profile was discussed, and no changes were made to the duties. However, the Clerk did raise concerns about the amount of work contained within the profile and said that this should be closely monitored. Three changes were made to the Knowledge, Skills and Experience section, which were agreed.

With the consent of the meeting, the Chairman brought forward agenda item 10.2 to be discussed with the job profile.

3. Parish Council Office Staffing

It was agreed that the post of Administrative Officer will be advertised through the EALC and on the noticeboards. The closing date will be 17th November 2017. The short listing will take place on 20th November 2017 and interviews will take place on the afternoon of 23rd November 2017 and/or the morning of the 24th November 2017. The panel will consist of two councillors and the Clerk. The two councillors will be either Cllrs Mrs S Young, Mrs C Shaw or Mrs J Sosin.

There was discussion about post being offered as a job share and it was agreed to add "This post may be open to Job Share" to the advert. There was discussion about the leave entitlement and the probationary period and the probationary period was changed from one month to three months.

439/17 Parish Council Office Staffing

1. The decision made by full Council on 9th October 2017 at item 408/17 was noted.
2. The Clerk told the meeting that it is hoped that the current Administrative Assistant will be able to work for two mornings a week throughout November, although this is still to be confirmed. A notice requesting temporary part-time support for November/December had been sent to EALC and it was distributed in the jobs e.mail today.

Cllr A Sosin noted that there should have been an item on the agenda for the budget. The Clerk said that this had inadvertently been missed off the agenda because the committee is new and has only recently been given a budget of its own. It was agreed that as there are only two budget headings, these will be carried forward as they stand.

There being no further business the meeting was closed at 9.02 pm

Signed.....*A Sosin*.....Chairman.....*13th November 2017*..... Date