

## Report of the Organisation, Methods and Personnel Committee

The Committee met at 7.30 pm on **Monday 23<sup>rd</sup> January 2017** in Committee Room 1 at the Parish Hall, Great Baddow. Councillor Mrs C Shaw chaired the meeting.

**Present:** Councillors Mrs C Shaw, Mrs J Sosin, K Ronaldson, A Sosin, G Jarvis, Mrs V Sadowsky, T Miller and Mrs M Miller

**In attendance:** Clerk of the Council

### **629/16 Apologies for Absence**

Apologies for absence were received from Cllr Mrs S Young, who had substituted Cllr Mrs M Miller, Cllr Mrs D Ronaldson, who had substituted Cllr Mrs V Sadowsky and Cllr Mrs V Chiswell, who had substituted Cllr T Miller.

### **630/16 Declarations of Interests**

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

### **631/16 Minutes**

The minutes of the last meeting held on 24<sup>th</sup> October 2016, which had been signed by the Council on 14<sup>th</sup> November 2016, were agreed and signed. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin.

### **632/16 Public Question Time**

There were no members of the public present.

### **633/16 Clerk's Report**

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

The meeting with the Wirehouse Health & Safety Representative took place on 24<sup>th</sup> November 2016 and although the advice was reported to the Council meeting on 12<sup>th</sup> December 2016, for completeness, the advice from the Representative from Wirehouse is reported as follows:

The representative had advised that the Health, Safety & Welfare at Work committee should meet every six months or when an incident has occurred. It was also confirmed that the Council is not required to appoint a Health & Safety Officer, as the Wirehouse representative will be acting on the Council's behalf.

It was agreed at the Council meeting that the membership of the Health, Safety & Welfare at Work Committee will be reconsidered in May 2017. The members present agreed that a meeting of the committee should be arranged as soon as possible.

#### **2. First Aid**

Unfortunately, due to staffing shortages and staff illness, the drafting of the First Aid policy has been started but not yet completed. This will be presented to the next appropriate meeting as soon as practicable.

#### **3. Long Service Awards**

Further to the decision taken at the last committee meeting and ratified at the Council meeting on 14<sup>th</sup> November 2016, the long service awards are still to be implemented. This will currently affect 7 members of staff. There was much discussion on issues relating to awarding further certificates and it was agreed that the Clerk would draft some proposals and the matter would be on the agenda for the next meeting.

**634/16 Employment Contracts and Draft Policies for inclusion in the Staff Handbook from Wirehouse Employer Services**

The Clerk told the meeting that further to the meeting with Jenefer Sands from Wirehouse on 18<sup>th</sup> October 2016, she has now spoken to members of staff about discontinuing the contractual overtime. This information now has to be passed to Wirehouse, who will advise the Council about the procedure that needs to be followed. Once this has been agreed and implemented, it should make the drawing up of the contracts much easier.

**635/16 Health & Safety Strategy from Wirehouse Employer Services**

The Clerk told the meeting that following the meeting with Toni Pullen-Feaver, the Health & Safety Representative from Wirehouse on 24<sup>th</sup> November 2016, Cllr Mrs S Young had made several amendments to the manual. The Clerk had also looked at these and then they were sent to Wirehouse for checking. Once they are agreed by the representative, they can then be disseminated to the councillors for consideration.

**636/16 Training Plan 2017**

The Clerk had circulated a draft Training Plan for 2017, which was considered. It was noted that the Water Risk Management training had already taken place and that the Clerk, Deputy Clerk, Administrative Assistant and Grounds Supervisor had all attended.

The Clerk said that she had spoken to Writtle College about the machinery and tractor driving training and will discuss further with them, the possibility of organising a series of training sessions.

It was also agreed that the Clerk will organise training for the councillors with EALC, to be held at the Council's premises. It was also noted that the plan presented is not exhaustive and that training information from EALC is circulated to councillors every week. If anyone would like to attend a training course, they should contact the Clerk to make the arrangements.

**637/16 Matters for Information**

- Cllr K Ronaldson reported that he had received an e.mail from Mrs Dixon which had actually come from Mrs Linwood. It was advised that all councillors should check their address books and amend them, if necessary.
- Cllr Mrs C Shaw asked the Clerk if she would circulate the Grounds Supervisor's e.mail address.
- The Clerk told the meeting that the two-hour limit in the car park in Noakes Place, near Buckleys is due to come into force very shortly. The bays are due to be marked out on Wednesday 25<sup>th</sup> January 2017. Permits are to be issued to the Parish Council.

**638/16 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 C Shaw and seconded by Cllr Mrs J Sosin.

**639/16 Administrative Assistant**

The Clerk informed the meeting that the new Administrative Assistant, Mrs Mylène Linwood had started work in the office on 9<sup>th</sup> January 2017. The

nine-month contract to cover the secondment of Mrs Dixon, will run from 9<sup>th</sup> January to 8<sup>th</sup> October 2017, and will be on the part time basis of 22 hours per week on SCP 19.

**640/16 Internal Review of the Grounds Service**

It was reported that the Working Group has not met since 12<sup>th</sup> September 2016 but that its main recommendation about the Grounds Supervisor and Compliance Officer post, is now in place.

The Clerk is in contact with Clearwater Technology Ltd about the work of de-commissioning the shower in the Recreation Ground office.

The contracts for the outside contractors have been drafted but need completing and this will be done as soon as possible. The Clerk confirmed that the Grounds Supervisor has not been involved in the drafting of the contracts.

There being no further business the meeting was closed at 8.34 pm

Signed.....*J Spi*.....Chairman.....*13th February 2017*..... Date