



MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON MONDAY 20 MARCH 2023

Those present :

Chair : Cllr A Platts

Councillors : Cllr C Curzon, Cllr D Drabble, Cllr T Lacey, Cllr W Tinley, Cllr J Windle

Officers : Mrs G Blank

HSW88 Chair's Announcements

The Chairman had no opening announcement.

HSW89 Apologies for Absence

All members of the Committee were in attendance.

HSW90 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.'

None received.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received.

HSW91 Adjournment for Public Participation

There was one Councillor in attendance who wasn't a member of the Committee and had no questions to ask.

HSW92 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

It was considered all items on the agenda could be discussed in the public domain with personal details being withheld from the minutes.

HSW93 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee meeting held on 16th January 2023. (attached).

RESOLVED: That the minutes of the meeting held on the 16th January 2023 are a true and accurate record.

b. To receive an update on an ongoing issues not covered as an agenda item.

HSW83C - The Chair informed Councillors that both Cllr Clough (as Chair of the Council) and himself had completed the appraisal for the Clerk. Members of the Committee are able to see the appraisal document on request but as this is a confidential document it would not be shared more widely without a valid reason for doing so.

HSW85 - The Clerk has received another document from Ellis Whitham but has not had chance to review it. Based on the information she has seen the Clerk was of the opinion that their services may not be needed in future.

HSW94 Staffing

a. To consider and approve a request from one of the handymen to reduce his hours to 2 days per week and consider how the remaining hours can be used.(report attached)

The Clerk circulated a report to Councillors prior to the meeting which outlined a proposal to allow the Handyman to reduce his hours in May and use these hours to create a casual caretaker post to open and lock the community hub building for users as and when required.

The handyman currently works 25 hours over 5 days and wants to reduce this to 10 hours over 2 days. The Clerk was of the opinion that his request be granted due to the amount on knowledge and experience he has in comparison with other members of staff. If his request is not granted the handyman is likely to fully retire.

RESOLVED: That approval is given to the Handyman to reduce his hours from 1st May 2023.

The adjustment in the hours leaves the Council with 15 spare hours. The Clerk had spoken to the other handyman who is not wanting any additional hours on a regular basis. The Clerk has discussed workloads with the Handymen who both feel that as there is no watering of the planters and cutting the field to the rear of leisure centre is to be done by NEDCC they would be able to manage without the 15 hours, but this will need to be monitored during the summer months.

The Clerk explained that the office was starting to receive interest about evening hire of the hub and is currently not in a position to do this on all occasions due to availability of someone to lock the building. The Clerk and Cllr Clough have volunteered to do it on the odd occasion but this isn't practical long term.

The Clerk will also be able to use the Events and Marketing Manager for some evening lockups.

Once the Parish Suite is open to hirers the Caretaking and Cleaning of the building will need completely reviewing.

The Clerk suggested that the other candidate that was interviewed for the Handyman's post last year could be asked if he would be interested in the job on a casual basis until a formal solution is found. The Clerk asked those Councillors on the interview panel if they thought he would be a suitable candidate, both Councillors thought he would. The Clerk also suggested asking the cleaner if she would consider helping out on a temporary basis as she lives close by.

The Clerk also explained how other Councils operate without a caretaker which involve regular hirers being given keys or passcodes to use keypad entry. This method also has its flaws when it comes to insurance.

Councillors agreed with the Clerk that it was difficult to know what hours would be needed at this present time and a casual approach was needed. Turning hirers away was not ideal either as this is lost revenue.

Councillors considered the options.

RESOLVED: That the Clerk be allowed to use her judgement and to meet the demands of the Hub and use the most cost effective methods available.

b. To receive an update on the additional staff holidays agreed as part of the 2022/23 pay settlement.

The Clerk informed Councillors that as part of the 22/23 pay increase all Council staff were also granted an additional days leave (pro rata for part time staff).

HSW95 Recruitment & Selection

a. To receive an update on the recruitment to the Events and Marketing post and approve the recommendation from the panel.

The Clerk had circulated a report to Councillors prior to the meeting for their consideration, the report detailed the recruitment process and a recommendation to the Committee to recruit Charlotte Watson to the position.

Cllr Platts gave his update on the appointment.

The Clerk informed the committee that she had received one written reference and one verbal, which will be sent in writing before the end of the week and both these were very good.

Charlotte has been offered the position subject to adequate references and approval from the Health, Safety and Well Being Committee. Her proposed start date is the 1st May 2023.

All councillors were in favour of the proposal.

RESOLVED: That the appointment of Charlotte Watson to the position of Events and Marketing Manager is approved.

b. To receive an update on the Apprenticeship.

The Clerk had circulated a report to Councillors prior to the meeting for their consideration. Since the production of the report the 3 applicants have been screened by the training provider who feels that all 3 are suitable for the position.

Due to the Deputy Clerks forthcoming annual leave, interviews have been arranged for the 23rd March 2023 and Cllr Platts has agreed to sit in on the interviews as per the request of the Clerk. Cllr Platts asked if any other Councillor would like to be involved and Cllr Lacey said he was available to assist.

c. To note the change in apprenticeship provider and to appoint a Councillor to the recruitment panel for the Apprenticeship post.

The Clerk had included in the report her reasons for changing apprenticeship provider, Councillors agreed that having the candidates screened prior to interview as to their suitability to undertake the training was more appropriate than after the interview process.

HSW96 Training

a. To approve the Events and Marketing Manager personal licence training at a cost of £99
b. To consider and approve whether a secondary personal licence holder is required.

The Chair decided to cover both these items in one and proposed that both the Events and

Marketing Manager and the Clerk undertake the personal licence holder training so that the Parish Suite is covered. Once the qualification has been completed the Events and Marketing manager will become the Designated Premises Manager for the Parish Suite.

All Councillors agreed with the proposal.

RESOLVED: That the Events and Marketing Manager and Parish Clerk complete the personal licence training.

c. To note the Clerks completion of the FiLCA qualification.

The Clerk informed Councillors that this is a relatively new course for RFO's. The course was £99 and covered the financial systems, audit and year end processes of the Council.

Councillors noted the Clerks completion of the FiLCA qualification.

HSW97

Policies

a. To receive and approve the revised Recruitment and Selection Policy (attached).

The Clerk had looked at the Recruitment and Selection Policy as it was identified by Cllr Potts that this did not agree with the terms set out in the Committees terms of reference which the Committee had referred to during the recruitment of the Events and Marketing Manager.

The Clerk has used the existing policy and added some additional clauses to create a more detailed policy.

Councillors agreed that it was a comprehensive policy.

RESOLVED: That the Health, Safety and Wellbeing Committee approve the policy and recommend its adoption to Full Council.

b. To receive and approve the Equal Opportunities Policy (attached).

The Clerk informed the Committee that one of the requirements on the internal audit list is to have a current Equal opportunities policy in place. The Clerk couldn't find a current policy when she started the revised version but was subsequently sent one by Cllr Thompson. The new policy goes into a lot more detail than the old policy.

RESOLVED: That the Health, Safety and Wellbeing Committee approve the policy and recommend its adoption to Full Council.

HSW98

Review of Service Charges for Parish Suite

- To receive the breakdown and feedback on the service charges for the Parish Suite (attached).

Whilst putting the agenda together the Clerk reviewed the scheme of delegation and learned that the service charges for the Parish Suite fall under the Health, Safety and Wellbeing remit.

The Council has received an invoice for quarters 1,2 and 3 and the majority of the cost is the quarterly Non Domestic Rates figure of £2,477. Other charges for utilities and shared costs are listed on the document requested by the Clerk to accompany the invoice. The Clerk and Cllr Clough had challenged a number of these charges. NEDCC have responded but the Clerk feels that more information is needed and will be asking for more detail and copies of all repair works.

Going forward the information will be shared with committee members and if they have any questions the Clerk can raise them with NEDCC.

Councillors discussed some of the charges and thanked the Clerk and Cllr Clough for challenging some of the charges.

HSW99 Killamarsh Community Hub

- To consider and approve what external signage is required for the Killamarsh Community Hub building.

The Clerk asked Councillors to consider and approve the purchase of signs for Killamarsh Community Hub. The signs would incorporate the new Killamarsh Parish Council Logo and say 'Killamarsh Community Hub and Parish Council Office'. The Signs are to be placed where the old signage was and are to be a similar size.

Cllr Curzon asked if the company could coat the signs to prevent the vinyl lettering peeling away.

The Clerk informed Councillors that she had spoken to the local company providing the Remembrance Poppy signs and they had quoted £118 per sign. The Clerk also informed Councillors that there was sufficient money in the buildings repairs and maintenance budget to cover this cost.

RESOLVED: That signage for the Killamarsh Community Hub is approved.

HSW100 Items for discussion for a future agenda

- Review of staff handbook
- Review of risk assessments
- Health & Safety review
- Policy reviews as required
- Caretaker requirements
- CCTV and security ideas for the Hub

HSW101 Date of the Next Council Meeting

- None scheduled

Cllr Platts thanked the Committee for their support during the last year and informed them that the next meeting would be the newly formed committee after the elections unless an EOM was required.

Cllr Drabble raised his concerns around the youths hanging around the entrance to the Hub and suggested measures be looked into to deter them. The Clerk informed him that the Police would be attending the next Full Council meeting and that it can be raised with them there.

MEETING CLOSED 20:00