

# Killamarsh Parish Council

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**Draft Minutes Are Subject To Approval At The Next Committee Meeting.**

## **Minutes of Meeting of The Health, Safety and Wellbeing Committee Held on Wednesday 15<sup>th</sup> September 2021 in the Parish Suite at 7pm**

**Commenced: 19.08pm - Concluded: 21.12pm**

**Councillors Present:** Mo Potts [Chair], Adrian (Alex) Platts, Chris Curzon, Wendy Tinley

**Absent Councillors:** Apologies accepted from Cllr Drabble and Cllr Rice – both had valid reasons

**Non-Councillors (without voting rights):** None appointed

**Observing Councillors (not a member of the committee):** None

**Officer:** None [Cllr Steve Clough acting as Proper Officer was minute taker]

**Members of the Public:** None

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**(1) Item 1: Chairman's Opening Announcements**

To receive the Chair's opening announcements.

**The Chair welcomed everyone to the meeting.**

**(2) Item 2: Apologies for Absence**

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

**Apologies were received and accepted from Cllr Drabble and Cllr Rice.**

**(3) Item 3: Declarations of Disclosable Pecuniary and Other Interests**

**Item 3.1** - 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.

**No declarations of interests were received.**

**Item 3.2** - To receive, consider and record councillors 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 declared.**

**(4) Item 4: Adjournment for Public Participation**

To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

**No members of the public were present.**

Signed Chair: .....

A handwritten signature in black ink, appearing to read "A Platts", is written over the dotted line for the signed chair.

Dated: .....

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- (5) **Item 5: Exclusion of Press and Public - Public Bodies (Admission 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 agreed that items 8,9 and 10 required the exclusion of the press and public. All in favour.**

- (6) **Item 6: Minutes**  
To approve the draft minutes of the Health Safety & Wellbeing Committee meeting held on the 22 June 2021.

**RESOLVED:**

**To note that no draft minutes had been completed for approval.**

- (7) **Item 7: Local Government Pension Scheme Consultation**  
Chair to update members on the Consultation issued by the Local Government Pension Scheme (LGPS) in March 2021.

**It was explained that after searching for information, it had been identified that the consultation period had expired at the end of March 2021 however, it was pointed out that it was on the agenda at Eckington in June 2021, so could the pensions team be contacted to verify?**

**Items 8, 9 and 10 moved to closed session.**

- (11) **Item 11: Review of Policies**  
To review and consider the following Policies and recommend any changes for Full Parish Council approval.

It was noted that the following policies were out of sync with the agenda item numbers.

- 12.1 – 8b Dress Code Policy
- 12.2 – KPC9 Lone Working Policy
- 12.3 – KPC10 Grievance Policy
- 12.4 – KPC12 Dignity at Work, Anti-bullying and Harassment Policy
- 12.5 – KPC14 Training, Learning and Development Policy
- 12.6 – KPC15 Attendance Management & Ill Health Policy
- 12.7 – KPC20 Safeguarding Policy
- 12.8 – KPC21 Employee Privacy Policy
- 12.9 Employee Performance Appraisal Policy

**RESOLVED:**

**12.1 – 8b Dress Code Policy**

**Amendments to page 1 in Office Based Staff section, second paragraph**

**Amendments to page 2 remove references to Sports Centre and Bar & Catering Staff and information around members of staff.**

**Change format so it matches all other policies.**

**12.2 – KPC9 Lone Working Policy**

**Amendments to page 1, first paragraph, first line - remove 'Are' and replace with 'May at times be'**

**Amendments on page 2, employees are responsible for – add bullet point 2 hour contact check.**

**12.3 – KPC10 Grievance Policy**

**No changes required**

**12.4 – KPC12 Dignity at Work, Anti-bullying and Harassment Policy**

**No changes to text other than turn the red Cllr Thompsons comments in to normal black text**

and remove added by Cllr Thompson.

**12.5 – KPC14 Training, Learning and Development Policy**

Additional text required on page 1 end of 3<sup>rd</sup> paragraph in Commitment to Training section.

**12.6 – KPC15 Attendance Management & Ill Health Policy**

Some slight amendments to page 1, 2 and 3.

**12.7 – KPC20 Safeguarding Policy**

No changes required.

**12.8 – KPC21 Employee Privacy Policy**

Some slight changes to pages 1, 2, 4 and 5.

**12.9 Employee Performance Appraisal Policy**

Withdrew from the review.

**(12) Item 12: Renewal of Health and Safety Support**

To review options around Health and Safety Support, now the Sports Centre has moved over to NEDDC.

**RESOLVED:**

That alternative quotes are obtained as Ellis Whitham’s quote has not reduced in line with the Sports Centre removal from the quote.

**(13) Item 13 – Any items for discussion for a future agenda**

To notify the Clerk/Proper Officer of any matters for inclusion on the agenda of the next meeting

None were raised.

**(14) Date of Next Committee Meeting**

To agree a date for the next ordinary meeting of the Health, Safety and Wellbeing Committee to be convened.

**Monday 22<sup>nd</sup> November 2021**

**Moved to closed session at 20.18pm.**

These draft minutes were approved as a true record at the Health, Safety and Wellbeing committee meeting

Held on: 17/1/21 ..... \*with the agreed additions/deletions: None ~~No~~ **Yes** (list amendments below)

Signed (Chair) A Platts ..... Print: A PLATTS ..... Dated 17/1/22 .....

\*Loose leaf pages to be initialled

\* The copy signed by the Chair to contain the alterations, recorded in longhand, with the changes (agreed by the meeting) signed and dated. Signed Copy of the minutes to be filed in the minute book.

**\*Agreed Amendments (Additions/Deletions) to the Draft Minutes:**

Signed Chair: A Platts .....

Dated: 17/1/22 .....

