

# 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 6<sup>th</sup> April 2022 in the Parish Suite at 7pm**

**Commenced: 7.01pm - Concluded: 7.30pm**

**Councillors Present:** Alex Platts [Chair], Wendy Tinley, David Drabble, Tony Lacey, Chris Curzon

**Absent Councillors:** Billy Rice

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

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

**Officer:** Judy France [Deputy Parish Clerk, minute taker]

**Members of the Public:** None

<b>HSW1</b>	<b><u>Item 1: Chairman's Opening Announcements</u></b> To receive the Chair's opening announcements.  <b>No announcements were given.</b>
<b>HSW2</b>	<b><u>Item 2: Apologies for Absence</u></b> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.  <b>No apologies were received.</b>
<b>HSW3</b>	<b><u>Item 3: Declarations of Disclosable Pecuniary and Other Interests</u></b> <b><u>Item 3.1</u></b> - 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.  <b>No declarations of interests were received.</b>  <b><u>Item 3.2</u></b> - 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.  <b>None declared.</b>
<b>HSW4</b>	<b><u>Item 4: Adjournment for Public Participation</u></b> To adjourn the meeting for 15 minutes to allow members of the public to make representation on

	<p>the business of the agenda for the meeting. No resolutions can made be under public participation.</p> <p><b>No members of the public were present.</b></p>
<b>HSW5</b>	<p><b><u>Item 5: Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</u></b>  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.</p> <p><b>RESOLVED:</b></p> <p>1) <b>No press or public were present, however due to data protection regulations any discussion of the personal details of any applicants in the recruitment process would be in closed session.</b></p>
<b>HSW6</b>	<p><b><u>Item 6: Minutes</u></b>  To approve the draft minutes of the Extraordinary Meeting of the Health Safety &amp; Wellbeing Committee held on 16<sup>th</sup> February 2022.</p> <p><b>RESOLVED:</b></p> <p>1) <b>That the draft minutes were approved. Moved by Cllr Lacey, seconded by Cllr Tinley. All in favour.</b></p>
<b>HSW7</b>	<p><b><u>Item 7: Recruitment of Clerk</u></b>  7.1 To receive an update on applications received.</p> <p><b>An update was provided.</b></p> <p>7.2 To appoint a selection panel of 3 members plus the Chair of Council.</p> <p><b>RESOLVED:</b></p> <p>1) <b>The selection panel will consist of Cllr Platts, Cllr Tinley, Cllr T Lacey and Cllr Clough</b></p> <p>7.3 To agree the next steps and potential interview dates.</p> <p><b>RESOLVED:</b></p> <p>1) <b>The selection panel will meet on Wednesday 13<sup>th</sup> April at 4pm</b>  2) <b>A potential interview date (tbc) is Saturday 30<sup>th</sup> April</b></p>
<b>HSW8</b>	<p><b><u>Item 8: Recruitment of further Handyperson</u></b>  8.1 To receive an update on applications received.</p> <p><b>An update was provided.</b></p> <p>8.2 To appoint a selection panel of 3 panel members including the Deputy Clerk.</p> <p><b>RESOLVED:</b></p> <p>1) <b>The selection panel will consist of Cllr T Lacey, Cllr Curzon and the Deputy Clerk</b></p> <p>8.3 To agree the next steps and potential interview dates.</p> <p><b>RESOLVED:</b></p> <p>1) <b>The selection panel will meet on Wednesday 13<sup>th</sup> April at 5.30pm</b>  2) <b>A potential interview date will be discussed when the selection panel meets</b></p>

<p><b>HSW69</b></p>	<p><b><u>Item 9: Training</u></b>            9.1 To review and consider training requirements for each member of staff</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) To consider any training and refresher training for current and future staff members</li> <li>2) To investigate appropriate training providers and the costs involved</li> <li>3) To place an emphasis on Health &amp; Safety training requirements</li> </ol>
<p><b>HSW10</b></p>	<p><b><u>Item 10: Any items for discussion for a future agenda</u></b>            To notify the Appointed Acting Proper Officer of any matters for inclusion on the agenda of the next meeting.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) Cllr T Lacey asked that a person specification for the potential future role of Parish Suite Events/Business Manager be discussed at the next meeting</li> </ol>
<p><b>HSW11</b></p>	<p><b><u>Date of Next Committee Meeting</u></b>            To agree a date for the next ordinary meeting of the Health, Safety and Wellbeing Committee</p> <p><b>The date of the next ordinary meeting would be approved at the Annual Council Meeting in May.</b>  <b>The Chair of the HS&amp;W Committee could call an EOM before that time as and when required.</b></p>

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

Held on: ..... \*with the agreed additions/deletions: None / Yes (list amendments below)

Signed (Chair)..... Print: ..... Dated .....

\*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:**