
MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON TUESDAY 04 OCTOBER 2022

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

HSW25 Chair's Announcements

The Chair had no announcements to make.

HSW26 Apologies for Absence

There were no apologies received.

HSW27 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.

HSW28 Adjournment for Public Participation

There were no members of the public in attendance.

HSW29 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.

RESOLVED: That all items under section 7 of the agenda are excluded from the press and public and discussed in close session.

HSW30 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee meeting held on 22nd June 2022.

RESOLVED: That the minutes of the Health, Safety and Wellbeing Committee meeting held on the 22nd June 2022 are approved as a true and accurate record.

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

There were no items to discuss.

HSW31 Staffing

a. To receive an update on the Parish Team.

The Clerk updated Councillors on the current team members and said that everyone was settling in well together.

b. To consider and approve the job description for the Events & Marketing Manager position to be recommended to Full Council.

The Clerk had circulated the draft job description, that had been recommended by the Events & Communications Committee, prior to the meeting.

The Chair asked Councillors for their comments. Cllr Lacey felt that the job description was asking a lot from one person. Councillors discussed this in more detail and agreed that to attract someone with the correct level of knowledge and experience both the job requirements and remuneration needed to reflect this.

RESOLVED: That the job description for the Events & Marketing Manager position is recommended to Full Council for approval.

c. To consider and approve the remuneration of the Events & Marketing Manager to be recommended to Full Council

The Events & Communications Committee had recommended that the Council set the pay at a level to attract an experienced candidate and the value of £28,000 on a 30 hour per week contract was suggested.

Councillors agreed that this was a reasonable amount but also suggested adding an incentive clause into the contract to encourage performance. The incentive would be offered on a percentage of profits earned with a cap being set. Councillors asked the Clerk to draft some suggestions on how this would work for Full Council to consider. All Councillors were in favour of this proposal.

RESOLVED: That the Committee recommends that a starting salary of £28,000 is offered based on a 30 week contract and in addition a performance incentive is added with an upper limit set.

d. To consider and approve increasing the Clerks hours to 37.

The Clerk had circulated a report to Councillors prior to the meeting asking them to consider increasing her hours from 35 per week to 37 and informed them of the additional cost to the Council. Councillors considered the report and agreed unanimously that there was a good case for it to be recommended to Full Council. Cllr Platts made the proposal and Cllr Drabble seconded it, with all Councillors in favour.

RESOLVED: That the Committee recommends to Full Council that the Clerks hours are increased to 37.

e. To consider and approve the hours of the Handyman.

The Clerk asked Councillors to consider making the handyman's hours a permanent contract amendment to 25 per week (currently 20 hours with 5 hours approved overtime).

The current workload of the Handymen was discussed and the Clerk said she would be meeting with them to discuss their current workloads and draw up a schedule. This will help her determine what

resources are required and help with continuity in future. The Clerk will include into the schedule duties in the Parish Suite such as setting up for and clearing away after meetings so that the Cleaner can perform her duties.

Councillors acknowledged that the Handyman had supported the Council whilst there were few staff remaining and that he does an excellent job.

RESOLVED: That the Handyman's contract be amended to 25 hours and his entitlements amended to reflect this.

f. To consider the appointment of a trainee / apprentice to assist with the day to day office administration duties.

The Clerk had circulated a report with her proposal to Councillors prior to the meeting and asked them if they would like her to obtain more information on the apprenticeship scheme for the next meeting.

The Clerk and Deputy Clerk spend a lot of time answering the phone, emails, reception and other administrative duties which if passed on to an assistant would free up time for them to do more reports for Council and other work that they need to do. The Clerk felt the Council should look at the apprentice route to give a school leaver, preferably at A Level standard, an opportunity to work and train in this diverse sector. Ultimately the Clerk sees the correct candidate going on to be trained in Local Government administration.

Both the Clerk and Deputy Clerk are working additional hours to meet deadlines and taking the time as lieu. An additional body in the office will help resolve this over time and provide additional office cover.

Councillors agreed in principle with the idea and that the Clerk should do further research to obtain costs, training requirements and what support there is to the employer of an apprentice. Cllr Windle proposed the motion and Councillor Drabble seconded it, all Councillors were in favour.

RESOLVED: That the Clerk look into the apprenticeship scheme further and report back to the Committee.

HSW32 Training

a. To consider and approve the attendance of the Clerk at the SLCC Practitioners Conference in February 2023.

The Clerk updated Councillors on the Practitioners Conference which is held every year by the SLCC and forms a substantial part of a Clerks learning outcome requirements. In her previous post attendance at the conference was mandatory. The conference offers Clerks the opportunity to attend a variety of training sessions over a 2 day period. There are approximately 20 sessions for a Clerk to choose from over 9 sessions.

The Clerk said she had always found the conference beneficial to her and always comes away with new ideas and better ways of working as well as learning about new legislation.

The Clerk finds the conference a good way of networking with other Clerks and also suppliers.

Presentation slides are shared with attendees after the conference for reference.

Cllr Lacey felt it was very important that the Clerk keeps up to date on best practices and fully endorsed regular staff training. Councillors all agreed with his point.

Cllr Windle asked if there was sufficient budget to cover the costs and the Clerk confirmed that there was.

Cllr Platts proposed that the Clerk should be allowed to attend and Cllr Windle seconded the proposal, all Councillors were in favour.

RESOLVED: That approval is given for the Clerk to attend the Practitioners Conference in February 2023.

b. To consider and approve the attendance of the Deputy Clerk on the SLCC Practitioners Conference in February 2023.

The Clerk asked Councillors to consider approving the Deputy Clerks attendance at the conference.

The Deputy Clerk has proven herself to be very capable and the Clerk recommended that the Council invest in her training. As with the Clerk, the Deputy Clerk also needs to attain her CPD points to maintain her membership of SLCC and attendance at the conference goes a long way towards this.

Cllr Windle asked if there was sufficient budget for both to attend and the Clerk confirmed that there was.

Cllr Drabble asked about office cover. The Clerk confirmed that she would take her work mobile to the conference and have all calls diverted to it, she would answer any urgent messages and emails during breaks. Councillors were happy with this suggestion.

Cllr Platts proposed that the Deputy Clerk should be allowed to attend and Cllr Windle seconded the proposal, all Councillors were in favour.

RESOLVED: That approval is given for the Deputy Clerk to attend the Practitioners Conference in February 2023.

c. To consider and approve the Clerk completing IOSH training.

The Clerk informed Councillors that she was aware under the terms of her contract she needed to complete her IOSH training but was waiting for the Health & Safety contract to be approved so that she could see if they provided any training.

The Clerk is happy to do the training and potentially more if it assists the Council.

Cllr Windle proposed that the Clerk arrange her training accordingly and Cllr Curzon seconded the proposal, all Councillors were in favour.

RESOLVED: That the Clerks IOSH training is approved.

HSW33 Health & Safety

a. To consider and approve the appointment of a Health & Safety Advisory consultant.

The Clerk advised Councillors that at the last meeting they had reduced the number of possibilities to 2 companies and Cllr Clough was asked to see if a shorter contract period could be obtained from one of the companies.

The Clerk reported that she had spoken to the company and managed to get them to a one year contract.

The Clerk shared the costs and terms of both contracts and Councillors consider both.

Cllr Platts proposed that the Parish Council stay with Ellis Whitham for a another year, as they were the lowest price, which will give the Clerk time to assess the Councils needs for future years. Cllr Curzon seconded the proposal and all Councillors voted in favour.

RESOLVED: That a one year agreement with Ellis Whitham for Health & Safety Advisory services is approved.

HSW34 Policies

a. To consider and recommend the Councillor / Staff Protocol policy to Full Council for adoption.

The Clerk informed Councillors that the policy was an extension of the Code of Conduct that details the expected conduct between Council members and its employees.

This policy has been recommended by Local Council Associations due to an increase number of reported cases of bullying in the sector and is there to protect everyone.

All Councillors were in favour of the policy.

RESOLVED: That the Committee recommends the Councillor/staff protocol to Full Council for adoption.

b. To consider and approve the update of the Employee handbook.

The Clerk asked Councillors if they were aware when the last time the staff handbook was updated as she was unable to find a recent one in the office files. The Clerk said she had a copy of one from her previous Council which was taken from YLCA policies and updated in 2021 which she could adapt for Killamarsh.

Cllr Drabble proposed that the Clerk update the handbook for Killamarsh and Cllr Platts seconded the proposal. All Councillors were in favour.

RESOLVED: That the Clerk update the Employee handbook for Council to consider.

HSW35 Items for discussion for a future agenda

- Vehicle usage Policy
- Employee Handbook
- Budget

HSW26 Date of the Next Council Meeting

- 14th November 2022

MEETING CLOSED 20.10