



## MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON MONDAY 16 JANUARY 2023

Those present :

Chair : Cllr A Platts

Councillors : Cllr D Drabble, Cllr T Lacey, Cllr J Windle

Officers : Mrs G Blank

### HSW77 Chair's Announcements

The Chairman welcomed everyone to the meeting.

### HSW78 Apologies for Absence

Apologies have been received from Cllr C Curzon and Cllr W Tinley and the reasons given were approved.

### HSW79 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

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

### HSW80 Adjournment for Public Participation

There were no members of the public in attendance that wanted to speak.

### HSW81 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 item 7 on the agenda should be discussed in closed session due to the personal nature of the subject.**

### HSW82 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee meeting held on 12th December 2022.

**RESOLVED: That the minutes of the meeting held on the 12th December 2022 are a true and accurate record.**

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

There were none to discuss.

### **HSW83 Staffing**

a. To receive an update.

The Clerk informed Councillors that there were currently no issues with staff.

One of the handymen have indicated that rather than take full retirement later in the year he would like to reduce his hours to 2 days a week. This will leave 15 hours available which the other handyman is not wanting. The Clerk said she thought that additional hours would be needed to meet the demands of the Hub and Parish Suite when they are open and that the Council could consider employing a full time Maintenance Officer who is supported by the 2 part-time employees.

Councillors discussed the item and the Clerk was asked to provide a proposal with costings.

b. To approve the end of the handyman's probation period.

The Clerk informed Councillors that the newest handyman had now completed his probation period and following an appraisal the Clerk and Deputy Clerk both feel that his contract should be made permanent. He is a hardworking individual who always does a thorough job.

**RESOLVED: That the probation period for the Handyman is ended and a permanent contract offered.**

c. To consider and approve the end of the Clerks probation period.

The Clerks probation period had also come to an end and the Council needed to decide whether to make the contract permanent.

The Chairman fully supported this but suggested that the Clerk should have an appraisal. Councillors agreed this was the best way forward and that Cllr Platts, as Chair of this Committee, and Cllr Clough, as Chairman of the Parish Council should conduct the appraisal.

**RESOLVED: That subject to a satisfactory appraisal the end of the Clerks probation period is approved.**

### **HSW84 Recruitment & Selection**

a. To consider and approve the job description for the Business Administration Apprentice.

The Clerk had circulated a job description prior to the meeting for Councillors to consider. All Councillors were happy with the content.

The Clerk was asked where the post would be advertised and she advised them that she would use the various apprenticeship websites, including the Government site, local schools and colleges and local councils. The Councillors agreed this was a good approach especially if it reaches potential local candidates.

Cllr Platts suggested including it in the next edition of the Doorsteppa magazine.

**RESOLVED: That the job description for the Business Admin Apprentice is approved.**

b. To consider and approve the interview panel for the Business Administration Apprentice.

Councillors agreed that for this level both the Clerk and Deputy Clerk should lead on the recruitment and keep the committee up to date.

The Clerk reminded Councillors that once a candidate was selected they would be screened by the Apprenticeship agency for the suitability for the course.

**RESOLVED: That the Clerk and Deputy Clerk conduct the recruitment and selection for the Business Administration Apprenticeship.**

c. To consider and approve engaging The Apprenticeship Academy as the training provider for the Business Administration Apprenticeship.

The Clerk informed Councillors that the Apprenticeship Academy had been chosen from a list of recommendations on the Government website. The Clerk has so far had a positive experience with the company who have offered lots of advice and guidance.

**RESOLVED: That the Apprenticeship Academy are approved as the training provider for the Business Administration Apprenticeship.**

#### **HSW85 Health & Safety**

- a. To receive, approve and recommend the Health & Safety Policy provided by Ellis Whitham.
- b. To receive, approve and recommend the Health & Safety Handbook provided by Ellis Whitham.

The Clerk had circulated both the policy and handbook prior to the meeting.

The Clerk and Councillors felt that the documents were very generic for the amount of money that had been paid to Ellis Whitham for their services.

A full inspection and a report on strengths and weaknesses was expected. The Clerk informed Councillors that the inspection didn't include any visits to other Council sites and the inspector didn't ask to see many documents. The Clerk agreed to go back to Ellis Whitham and ask if there was a report available to help identify what areas need looking at. The Clerk said that she would look at the previous version of the policy and handbook to see if it is different or the same document.

**RESOLVED: That the Clerk go back to Ellis Whitham and ask them for a more detailed report.**

#### **HSW86 Items for discussion for a future agenda**

- Update of staff handbook
- Risk Assessments
- Staff training plan
- Update on recruitment
- Vehicle usage policy
- Ellis Whitham update

#### **HSW87 Date of the Next Council Meeting**

20th March 2023