



# Killamarsh Parish Council

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To: All Members of Killamarsh Parish Council Health, Safety and Wellbeing Committee

You are Hereby Summoned to attend a meeting of the Parish Council to be held on MONDAY 20th March 2023 at 7:00 PM KILLAMARSH COMMUNITY HUB.

Yours sincerely

Mrs Gail Blank  
Clerk & Responsible Finance Officer to the Parish Council

## AGENDA

### 1 Chair's Announcements

- To receive the Chairman's opening announcement.

### 2 Apologies for Absence

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

### 3 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.

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.

### 4 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

### 5 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.

### 6 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).

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

## **7 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)
- b. To receive an update on the additional staff holidays agreed as part of the 2022/23 pay settlement.

## **8 Recruitment & Selection**

- a. To receive an update on the recruitment to the Events and Marketing post and approve the recommendation from the panel (report attached).
- b. To receive an update on the Apprenticeship (report attached).
- c. To note the change in apprenticeship provider and to appoint a Councillor to the recruitment panel for the Apprenticeship post.

## **9 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.
- c. To note the Clerks completion of the FilCA qualification.

## **10 Policies**

- a. To receive and approve the revised Recruitment and Selection Policy (attached).
- b. To receive and approve the Equal Opportunities Policy (attached).

## **11 Review of Service Charges for Parish Suite**

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

## **12 Killamarsh Community Hub**

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

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

- Review of staff handbook
- Review of risk assessments
- Health & Safety review
- Policy reviews as required

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

- None scheduled

## PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

## RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

## PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

## CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office ([parish.office@killamarsh-pc.gov.uk](mailto:parish.office@killamarsh-pc.gov.uk)) in advance of the meeting which will be read out under the public participation session.





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## 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





## Killamarsh Parish Council

### KPC 62 Recruitment and Selection Policy

DETAILS OF POLICY	
Policy No	KPC 62
Policy Title	Recruitment & Selection Policy
Committee/Working Party Responsible	Health, Safety and Well Being Committee
Review Date	March 2023
Last Reviewed	February 2022
Next Review Date	April 2024

### The Policy

#### 1. Recruitment and Selection Policy Aim:

To set out the minimum requirements of a recruitment process that aims to:

- Attract and select the best possible applicants to vacancies.
- Ensure current employment legislation is adhered to. Meet statutory requirements of the Equality Act 2010.
- Treat all applicants fairly, consistently and courteously. .
- Recruit suitably qualified and skilled employees based on merit alone.

#### 2. Equality:

Killamarsh Parish Council actively promotes equality of opportunity for all with the right mix of skills and potential. We welcome applicants from a wide range of candidates for interview based on their skills, suitability, qualifications, and experience. No applicant or employee will be treated less favorably than another.

Killamarsh Parish Council will consider all the circumstances before making a recruitment decision including its duties under the relevant employment legislations.

#### 3. Advertising:

Before a post is advertised the current job description will be reviewed and amended as necessary and approved by the Health, Safety and Wellbeing Committee. If there is no job description one will be written.

Included within the job description will be a person specification which will identify the qualifications, skills and attributes required for the position.

In the interest of Equal Opportunities, Killamarsh Parish Council, will ensure that all job vacancies are advertised in a variety of places to attract applicants from the community.

The wording of the advertisement will clearly communicate the organisations specific requirements and not use discriminatory language, unnecessary jargon, or superfluous details.

The advert will include the post title, reference number if appropriate, salary / pay scale, hours, key duties and functions of the post, essential skills, qualifications, knowledge and experience type of contract, closing date and where possible an interview date. The advert should also include contact details for anyone wanting additional information and an application pack.

#### **4. Interview Panel:**

For the recruitment of the Clerk or RFO position - An interview panel is appointed comprising of three Councillors from the Health, Safety and Wellbeing Committee, and the Chair of the Parish Council.

For the recruitment of the Deputy Clerk and Events and Marketing Manager – An interview panel comprising of two Councillors from the Health, Safety and Wellbeing Committee and the Clerk. A serving Councillor not on the Health, Safety and Wellbeing Committee who the committee feels may have more relevant experience may be appointed to the recruitment panel.

For the recruitment of all other posts – The committee may choose to delegate the recruitment of lower grade posts to the Clerk and Deputy Clerk / Events and Marketing manager.

It is sensible that the Council gives this panel the delegated power to deal with the appointment process from beginning to end.

#### **5. Job application pack / recruitment materials:**

Any person enquiring about the post will be supplied with a job application pack which, will include:

1. Job description and person specification.
2. The application form.
3. A copy of our Recruitment and Selection Policy (this document).

All applicants must complete, in full, an application form - CV's will not be accepted.

## **6. Recruitment Incentives:**

Relocation fees - these are only made available for the most senior role of Parish Clerk. Relocation fees are limited to a maximum of 10% of the appointed candidate's salary, are subject to status and only applies to full-time roles. Relocation fees are available within the first 24 months of appointment. In the event that the appointee leaves within 24 months, any claimed relocation fees shall be repayable to Killamarsh Parish Council. Any relocation fees should be claimed through the normal expenses claim policy.

## **7. Shortlisting:**

The shortlist of candidates should be as short as is practically possible whilst giving a choice to the interviewing panel, as a guide four to six applicants should be sufficient.

Shortlisting should be completed by all members of the interview panel.

The shortlisting should be made against the criteria set out in the person specification and a shortlisting matrix for each candidate completed to support the decision of the panel.

The Clerk will invite the shortlisted candidates to attend an interview in writing, either by email or letter.

The invitation letter should confirm the time and date of the interview, the location of the interview, who the interview panel is made up of, the format of the interview, invitation for an informal chat prior to interview and to ask if the candidate needs any special adjustments making to facilitate their interview. The candidates should be asked to respond as to whether they will be attending.

In the setting of an interview Killamarsh Parish Council will do everything in its power to provide any special facilities at the interview requested by a candidate.

## **8. Interview stage:**

Interviews will be conducted face to face where possible. If this is not possible due to Government restrictions, consideration will be given to using Zoom. If Zoom is deployed, then no offer of employment shall be made until the pre-employment checks have been made in person.

At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving license) and produce documentation to prove they are eligible to work in the UK. These will be photocopied and retained on file for the successful candidate.

Each candidate will be asked to wet sign their online application form if an electronic signature was not provided.

All candidates will be questioned using the same set criteria and same questions.

The questions will be formulated from the essential criteria listed in the person specification.

Candidates will be required to:

- Explain satisfactorily any gaps in employment.
- Explain satisfactorily any anomalies or discrepancies in the information available.
- Explain their suitability for the role and their skill set, knowledge and expertise.

Candidates' answers will be given a score out of 5, 3 being adequate. The interview panel will use these scores to make a scoring matrix for each candidate and determine the best candidate for the post.

Either: The selection/interview panel will determine the most suitable candidate, or in the case of employment of the Clerk and RFO, the recommendation of the interview panel will be submitted to Full Council for approval.

Each candidate will be informed at the earliest opportunity whether they have been successful or not and feedback will be given on request from the Parish Clerk or in the event of the interview being for the vacancy of Clerk and RFO, from the Chair of the Parish Council.

The successful candidate will be notified that the offer of the post will be subject to receipt of satisfactory references.

All unsuccessful application forms, interview questions and other documentation forming part of the selection process will be retained for six months after which they will be destroyed.

### ***9. Employment checks:***

The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference.

References will be taken up BEFORE employment commences and an offer of employment will be subject to satisfactory references. One of the references MUST be from the current or most recent employer.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. Referee addresses and email addresses must be linked to the place of work and not be home communications.

All qualifications will be checked against actual certificates (photocopies are not

acceptable) and copies taken for the successful candidate's personnel files.

If the post gives the employee, access to working with children or vulnerable adults an Enhanced DBS clearance may be required before any offer of employment is made.

#### **10. Induction:**

An initial offer letter briefly detailing terms and conditions of employment, salary, probation period, hours and place of work will be issued within 5 days of a verbal offer being made. The offer of employment shall be initially for a probationary period of 6 months.

Full Contract details detailing all terms and conditions of employment and salary payment (probationary period length, supervision dates, information on salary, notice periods, annual leave, appraisals, training and pension requirements, general expectations), will be issued within 8 weeks of appointment.

All new members of staff will be shown where to find the Parish Council Employee handbook and encouraged to read its contents.

For all new staff, a clearly written and structured induction program will be put in place. The program includes shadowing/handover training and opportunities to read and discuss the Council's policies and procedures.

Throughout the induction/probationary period, all new staff members will receive regular meetings with their line manager to discuss how it is going and identify any further training and development needs.

#### **11. Reviewing the Policy**

Recruitment, selection, employment procedures and practices will be kept under review in line with the latest guidelines produced by NALC and ACAS.

Policy reviewed: 20<sup>th</sup> March 2023

Policy approved by Full Council on:



## Killamarsh Parish Council

### KPC 28 Equal Opportunities Policy

DETAILS OF POLICY	
Policy No	<b>KPC 28</b>
Policy Title	<b>Equal Opportunities Policy</b>
Committee/Working Party Responsible	<b>Health, Safety and Wellbeing Committee</b>
Last Reviewed	
Next Review Date	<b>April 2024</b>

#### The Policy

Killamarsh Parish Council is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to:

- provide equality, fairness, and respect for all in our employment, whether temporary, part-time or full-time.
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

The organisation commits to:

- encourage equality and diversity in the workplace as they are good practice and make business sense.
- create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence

- make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.

Monitoring will also include assessing how the equality policy, and any sporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

Details of the organisation's grievance and disciplinary policies and procedures can be obtained from the Parish Clerk. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.