



MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON MONDAY 09 OCTOBER 2023

Those present :

Chair : Cllr C Curzon
Vice-Chair : Cllr B Rice
Councillors : Cllr T Lacey, Cllr J Windle
Officers : Mrs G Blank

HSW102 Chair's Announcements

The Chair welcomed everyone to the meeting.

HSW103 Election of a Vice Chair

RESOLVED: That Cllr Rice is elected as Vice Chair.

HSW104 Apologies for Absence

Apologies were received from Cllr D Drabble and Cllr C Eggington and the reasons given were accepted.

HSW105 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 put in writing to the Clerk prior to the meeting.

None received.

HSW106 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.

There were no members of the public in attendance.

HSW107 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.

There were no members of the public in attendance

HSW108 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee held on the 20th March 2023.

RESOLVED: That the minutes of the meeting held on the 20th March 2023.

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

HSW95 - The Clerk provided the Committee with an update on the 3 newest members of staff and informed them that their 6 months probation review was required at the end of October. The Clerk reported no issues.

HSW96 - The Clerk confirmed that herself and the Events Manager had completed the Personal Licence training and also First Aid training.

HSW109 Staffing

a. To consider and make a decision on the handyman's request to reduce his hours.

The Clerk explained that one of the handymen had requested to reduce his hours and another had offered to work the hours to make up the shortfall in cover.

The Clerk suggested that this be approved as a temporary adjustment and that the Committee do a full review of the Handymen / Caretaker requirements.

RESOLVED: That the handyman's request is approved temporarily and that a full review of the duties takes place and training requirements assessed.

b. To consider and approve the appointment of a Bar Manager as recommended by the Events and Communications Committee.

c. To approve the job description and remuneration of the Bar Manager.

d. To appoint the recruitment panel for the Bar Manager.

The Clerk outlined the duties of the Bar Manager to the Committee. Cllr Windle asked if the Events Manager could take on these duties. The Clerk informed Councillors that currently the Events Manager doesn't have experience but has said she is willing to be trained.

The Clerk suggested that as an alternative to employing a Bar Manager they consider bringing in an experienced bar manager in to train and support the Events Manager on an ad hoc basis and provide cover in her absence. Councillors agreed that this was a sensible interim idea until the success of the Suite is known.

RESOLVED: That the Committee recommends that the Council engages the services of an experience Bar Manager to train, support and cover for the Events Manager.

e. To consider the future appointment of a Caretaker for the Hub and Parish Suite when bookings dictate this is required.

It was agreed that this would be looked at as part of the review of the Handymen duties.

f. To consider and make a decision on the Clerks request to take on additional employment with DALC.

The Clerk informed Councillors that as part of her employment conditions she has to get the authority of the Council to take on any additional work. DALC are trying to recruit experienced

Clerks to become internal auditors due to a national shortage. The Clerk explained that training is free and that it is a zero hour contract allowing Clerks to pick and choose how much they do. All work will be done in the Clerks own time and if she finds it too much her role as the Clerk will always take priority.

Cllr Windle was happy to propose that the Clerk is supported as long as she was confident she could manage the additional workload.

RESOLVED: That the Clerks request is approved.

HSW110 Health & Safety

- To consider and approve whether to renew the Health & Safety support.

The Clerk had circulated the renewal notice to the Committee members prior to the meeting and asked them if they thought the £1,800 price was value for money bearing in mind the council only has a small number of staff and no leisure centre.

The Clerk has had no need for the health & safety services and said the risk assessment templates they provide can be obtained from the HSE and pooling resources from other Councils.

Councillors agreed that it wasn't worth the subscription and with several Councillors having a health and safety background the Council would be able to support the Clerk.

Councillors discussed developing a training plan for the handymen which would be mandatory and also a list of essential PPE that the handymen should sign an agreement accepting these terms.

It was agreed a small amount should be left in the budget for any ad hoc support.

RESOLVED: That the Health & Safety support is not renewed.

HSW111 Training

- To consider and approve (if applicable) the Clerks attendance at the 2024 Practioners Conference.

The Clerk explained the purpose of the conference to the Committee and the benefits of keeping up to date with legislation and policy changes and better ways of working.

The conference also goes a long way towards the Clerks required annual CPD points.

RESOLVED: That the Clerks attendance at the Practioners Conference is approved.

HSW112 Budget

- To consider and approve the Committees budget requirements for 2024/25

The Clerk explained that forecasting the salary element of the budget is proving difficult due to the 23/24 pay award still not being agreed. The budget for 23/24 had been set with a 3% increase but this has been rejected by unions. The Clerk has based the salary projection on a flat rate increase for 23/24 (the same as 22/23) and a 5% increase for 24/25.

The Committee then looked at the other budget heads in their remit and agreed the figures suggested.

RESOLVED: That the budget proposal is recommended to the Finance Committee.

HSW113 Items for discussion for a future agenda

- Staffing policy reviews
- Caretaker / Handymen review of duties and hours

HSW114 Date of the Next Council Meeting

The Committee agreed to meet quarterly with any urgent matters arising being raised at an Emergency Committee Meeting as and when required.

MEETING CLOSED 19:50