



## MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON MONDAY 10 JUNE 2024

Those present :

Chair : Cllr C Curzon

Vice-Chair : Cllr B Rice

Councillors : Cllr T Lacey, Cllr W Tinley, Cllr J Windle

Officers : Mrs G Blank

### **HSW135 Election of a Chair**

Cllr Windle nominated Cllr Curzon and Cllr Tinley seconded the nomination.

**RESOLVED: Cllr Curzon is elected Chair of the Health, Safety and Wellbeing Committee.**

### **HSW136 Election of a Vice Chair**

Cllr Windle nominated Cllr Rice and Cllr T Lacey seconded the nomination.

**RESOLVED: That Cllr Rice is elected as Vice Chair of the Health, Safety and Wellbeing Committee.**

### **HSW137 Chair's Announcements**

The Chair welcomed everyone to the meeting.

### **HSW138 Apologies for Absence**

Apologies were received from Cllr D Drabble

### **HSW139 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

### **HSW140 Adjournment for Public Participation**

There were no members of the public in attendance.

### **HSW141 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960**

**Resolved: That item 9a, 9b and 9d are conducted in close session due to the nature of the discussion.**

**HSW142 Minutes from the previous meeting**

a. To approve the draft minutes of the Health, Safety & Wellbeing Committee meeting held on 11th March 2024.

**RESOLVED: That the minutes of the meeting held on the 11th March 2024 are a true and accurate record.**

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

There were no ongoing issues to discuss.

**HSW143 Staffing**

a. To receive a general staffing update.

The Clerk provided a verbal report on the current staffing situation to the Committee.

The Clerk informed the Committee that the Events & Marketing Manager would be leaving the employment of the Parish Council at the end of July 2024. The Clerk said she would provide Councillors with any proposal to fill the vacancy at the next meeting.

b. To consider and approve the recommendation that the current Business Administration apprentice is offered a permanent position as Administration Assistant at the end of her apprenticeship.

The Clerk had provided the Committee with a report prior to the meeting and Councillors discussed the contents.

**RESOLVED: That the approval is given to offer the current Business Administration apprentice a permanent position as Administration Assistant once she has successfully completed her apprenticeship on the terms recommended in the Clerks report.**

c. To consider and approve the job description of the Administration Assistant.

The job description was circulated to the Committee prior to the meeting and the Clerk informed Councillors that the duties on the job description mirrored the duties that are currently undertaken.

**RESOLVED: That the job description for the Administration Assistant post is approved.**

d. To consider and approve the contract of employment for the Casual bar staff and glass collectors.

The Clerk informed the Committee that a recent event was cancelled at the last minute and left uncertainty as to whether the staff on duty should receive any pay. On this occasion the staff were paid but the Clerk said this needed to be clarified in the contract of employment for all casual bar staff.

Councillors agreed with the terms proposed but asked for the wording to be amended slightly to avoid any doubt.

**RESOLVED: That the contract of employment for the casual bar staff and glass collectors is approved.**

**HSW144 Policies**

a. To consider, amend and recommend the updated Staff Handbook to Full Council.

The Clerk had circulated the document to Councillors prior to the meeting. The Clerk informed them that this had been a lengthy piece of work and that the Governments website had been used to ensure that policies were accurate and up to date.

The Clerk suggested that the handbook is regularly reviewed and updated.

Cllr Rice asked if all staff members would be sent an electronic copy and the Clerk said they would be and that they would be asked to sign to say they had received a copy.

**RESOLVED: That the Staff handbook is recommended to Full Council for approval.**

**HSW145 Items for discussion for a future agenda**

- More policies
- Review the Events and Marketing Managers vacant position.

**HSW146 Date of the Next Council Meeting**

- To note the date of the next Health, Safety & Wellbeing Committee meeting is scheduled for 7th October 2024 .

MEETING CLOSED 19:15