



Killamarsh Parish Council

Killamarsh Parish Office
Stanley Street
Killamarsh, S21 1EL

Tel: 0114 247 2260
Email: parish.office@killamarsh-pc.gov.uk
Website: www.killamarsh-pc.gov.uk

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 11th March 2024** 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 announcements.
- 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 29th January 2024. (attached).
- b. To receive an update on any ongoing issues not covered as an agenda item.

7 Staffing

- a. To consider and approve the revised job description for the Hub caretaker.
- b. To consider and approve the job description for the Parish Suite caretaker.
- c. To consider and approve the remuneration and hours of the Parish Suite caretaker post.
- d. To consider and approve the interview panel for the Parish Suite caretaker post subject to Full Council approval.

8 Policies

- To consider and approve the Training policy.

9 Items for discussion for a future agenda

- To notify the Clerk of any matters for inclusion on the agenda for future meetings.

10 Date of the Next Council Meeting

- To decide on the frequency and next meeting date for the Health, Safety and Wellbeing Committee.

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) in advance of the meeting which will be read out under the public participation session.



MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON MONDAY 29 JANUARY 2024

Those present :

Chair : Cllr C Curzon

Vice-Chair : Cllr B Rice

Councillors : Cllr C Eggington, Cllr T Lacey, Cllr J Windle

Officers : Mrs G Blank

HSW115 Chair's Announcements

The Chair welcomed everyone to the meeting.

HSW116 Apologies for Absence

Apologies have been received from Cllr D Drabble and the reason given was accepted.

HSW117 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.

HSW118 Adjournment for Public Participation

There were no members of the public in attendance.

HSW119 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

RESOLVED: That item 7a on the agenda should be excluded from the Press and Public due to the confidential nature of the business to be conducted.

HSW120 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee meeting held on 9th October 2023 .

RESOLVED: That the minutes of the meeting held on the 9th October 2023 are a true and accurate record of the meeting.

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

There were no ongoing issues to discuss.

HSW121 Staffing

a. To consider and approve the amendment of the Events & Marketing managers terms of pay.

Councillors considered the Clerks report which recommended that the Events and Marketing Managers terms of pay be amended to fall in line with the Councils other employees.

RESOLVED: That the Clerks recommendation to amend the Events and Marketing Managers terms of pay are approved from April 2024.

b. To consider and approve the appointment of a Caretaker/Cleaner for the Parish Suite.

The Clerk had circulated a report and proposed job description to Councillors prior to the meeting for their consideration.

Councillors agreed that there was a need for the role if the Suite is to be kept up to a high standard and felt that the job description was comprehensive.

Councillors agreed the post in principle and asked the Clerk to supply costings, training requirements with costs and number of hours at the next meeting.

RESOLVED: That the post is agreed in principle and that the Clerk provide costings and other information to the next meeting for approval and recommendation to Full Council.

c. To consider and approve the appointment of a Bar Supervisor

The Clerk had circulated a report to Councillors prior to the meeting for their consideration. The Committee were asked to consider paying an experienced staff an enhanced hourly rate to act as Bar Supervisor at private events. At Council run events the Events and Marketing Manager would take on this role.

The Bar Supervisor will need to have a licence to sell alcohol as they will be responsible for ensuring the Council adheres to the licencing laws, ensure all staff follow procedures, put the contents of the till in the safe and secure the building at the end of the function.

RESOLVED: That the appointment of a Bar Supervisor for private functions is approved.

HSW122 Policies

- a. To consider and approve the Health & Safety Policy
- b. To consider and approve the Complaints Policy
- c. To consider and approve the GDPR General Data Protection Regulation Policy
- d. To consider and approve the GDPR Security Incident Policy
- e. To consider and approve the GDPR Data Breach Incident Response Policy

All 5 policies were circulated to Councillors for consideration prior to the meeting, the Chair asked Councillors to approve each in turn.

RESOLVED: That the 5 policies are recommended to Full Council for approval.

HSW123 Items for discussion for a future agenda

- To receive any items for discussion for a future agenda

- a. The Parish Suite Caretaker Job description and additional information.
- b. The Community Hub caretaker job description.
- c. Policies

HSW124 Date of the Next Council Meeting

- Monday 4th March 2024



Job Description

Killamarsh Community Hub Caretaker & Relief Handy Person

Caretaker & Relief Handy Person is responsible for ensuring that Killamarsh Community Hub is a clean and tidy facility, undertake maintenance duties, gardening duties and ensuring the safety and supervision of users.

The post is part of a team working on a flexible shift basis over 7 days and bank holidays.

Responsibilities

Outside spaces

- Ensure the perimeter of the building is clean and tidy and check for damage or other health and safety related issues.
- Lay grit sand in wintertime and clear paths of snow and/or ice as necessary.
- Painting and maintenance of outdoor areas.
- Cleaning of light fittings and CCTV cameras.
- Clearing gutters of any debris.
- Cleaning of windows.

Premises

- Lock/Unlock the Community Hub for users and stay in attendance at start and end of sessions, tidying and cleaning-up rooms after users have finished where necessary.
- To assist with minor plumbing including unblocking sinks, drains and water testing.
- Carry out fire alarm tests and check firefighting equipment.
- Moving furniture or equipment.
- Assembling furniture or equipment.
- Painting and decorating.
- Record meter readings for utilities.
- Clean and maintain floors including carpet cleaning.
- Set out rooms for users/events as required.
- Support with other cleaning duties as and when required.
- Cleaning of light fittings, PIR's and cameras

General

- Assist with deliveries and general portage duties.
- Ensure users of the facilities comply with the policies of the Community Hub.
- Holiday, Sickness and Emergency cover for the Handymen and the Parish Suite Caretaker by agreement.
- Provide support to the Parish Council on events days.



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- Liaise with contractors and other suppliers when on-site e.g. for repairs, refurbishment, or deliveries.
- Purchase hardware and any other items as directed.

This list is not exhaustive and any other duties commensurate with the post and requested will be undertaken.

Flexibility in work patterns is required and this will be with prior notification i.e. changes to the rotas or working arrangements.

Key Competencies

- Competent at basic building repairs and maintenance.
- Use of small industrial/electrical/mechanical equipment.
- Knowledge of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures.
- Able to regularly handle/carry items.
- Ability to resolve problems and adhere to health and safety guidelines.
- Ability to deal with other contractors or maintenance workers.
- Being resourceful and self-motivated.
- Capable of working with machinery or moving heavy equipment.
- Being flexible.
- Able to resolve complaints quickly and efficiently.
- Able to work as part of a team.
- Good communication skills.
- Ability to be proactive and with the needs of users and manage own workload to ensure users requirements are met.

Physical Effort

The post holder will be expected to undertake bending, lifting, and stretching in the course of their duties e.g. minor maintenance work, remedial painting and decorating, repairs to fixing, receiving deliveries of goods and equipment, setting out and putting away furniture. Due to the nature of the post, there will be an expectation that the post holder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.



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Job Description Parish Suite Caretaker / Cleaner

The Parish Suite Caretaker/Cleaner is responsible for ensuring that Killamarsh Parish Suite is a clean and tidy facility, undertake maintenance duties, gardening duties and ensuring the safety and supervision of users.

The post is part of a team working on a flexible shift basis over 7 days and bank holidays.

Responsibilities

Outside spaces

- Ensure the perimeter of the building is clean and tidy and check for damage or other health and safety related issues.
- Assist with weeding the borders and maintain flower beds of the outside area.
- Lay grit sand in wintertime and clear paths of snow and/or ice as necessary.
- Painting and maintenance of outdoor areas.
- Cleaning of external light fittings and CCTV cameras.
- Cleaning of windows and doors.

Premises

- Lock/Unlock the Parish Suite for users and stay in attendance at start and end of sessions, tidying and cleaning-up rooms after users have finished where necessary.
- Responsible for all planned preventative maintenance on site, including but not limited to proactive and reactive work.
- To deal with minor electrical repairs and fixings.
- Responsible for the PAT testing and maintenance of all electrical equipment on site and other Council buildings.
- To deal with minor plumbing including unblocking sinks, drains and water testing.
- Carry out fire alarm tests and check firefighting equipment.
- Shifting furniture or equipment
- Assembling furniture or equipment
- Painting and decorating
- Clean and maintain floors.
- Set out rooms for users/events as required.
- Thorough cleaning of the Parish Suite prior to and following events, ensuring toilets are adequately stocked of soap and toilet rolls.
- Regular cleaning of kitchen and bar appliances.
- Monthly line cleaning.
- Maintain an inventory list of kitchen and bar equipment.



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- Maintain a list of all cleaning materials and inform the office when they need replenishing.
- Ensure there are COSH sheets for all cleaning materials.

General

- Assist with deliveries and general portage duties.
- Ensure users of the facilities comply with the policies of the Parish Suite.
- Holiday, Sickness and Emergency cover for the Caretaker of the Community Hub by agreement.
- Provide support to the Parish Council on events days.
- Liaise with contractors and other suppliers when on-site e.g. for repairs, refurbishment, or deliveries.
- Purchase hardware and any other items as directed.

This list is not exhaustive and any other duties commensurate with the post and requested will be undertaken.

Flexibility in work patterns is required and this will be with prior notification i.e. changes to the rotas or working arrangements.

Key Competencies

- Competent at basic building repairs and maintenance.
- Use of small industrial/electrical/mechanical equipment.
- Knowledge of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures.
- Able to regularly handle/carry items.
- Ability to resolve problems and adhere to health and safety guidelines.
- Ability to deal with other contractors or maintenance workers.
- Being resourceful and self-motivated.
- Capable of working with machinery or moving heavy equipment.
- Being flexible.
- Able to resolve complaints quickly and efficiently.
- Able to work as part of a team.
- Good communication skills.

Physical Effort

The post holder will be expected to undertake bending, lifting, and stretching in the course of their duties e.g. minor maintenance work, remedial painting and decorating,



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repairs to fixing, receiving deliveries of goods and equipment, setting out and putting away furniture.

Due to the nature of the post, there will be an expectation that the post holder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

Killamarsh Parish Council

KPC 14 Training, learning and development Policy

DETAILS OF POLICY	
Policy No	KPC 14
Policy Title	Training, learning and development policy
Committee/Working Party Responsible	Health, Safety and Wellbeing Committee
Last Reviewed	27th September 2021
Next Review Date	

The Policy

This document forms Killamarsh Parish Council's Training, Learning and Development Policy.

The objectives of this strategy are to:

- Encourage Members and staff to undertake appropriate training/learning or development.
- Allocate training in a fair manner.
- Ensure that all training is evaluated to assess its value.

COMMITMENT TO TRAINING

Killamarsh Parish Council is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the village.

The Council will, each year, decide its training budget for the coming year in line with the rules laid down in the financial regulations.

Killamarsh Parish Council recognises that its most important and valuable resource is its Members and Officers and is committed to encouraging both Members and Officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements and certain roles will require mandatory training and qualifications.

The Council expects senior and specialist officers to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies.

Providing training yields a number of benefits:

- Improves the quality of the services and facilities that the Council provides.
- Enables the Council to achieve its aims and objectives.

- Improves the skills base of the employees and members.
- Produces confident, highly qualified staff working as part of an effective and efficient team; and
- Demonstrates that the employees are valued.

Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

The process of development is as follows:

1. Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
2. Planning and organising training to meet those specific needs.
3. Evaluating the effectiveness of training.

THE IDENTIFICATION OF TRAINING NEEDS

Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are number of additional ways that the training needs of staff may be recognised:

- Questionnaires
- During formal interview/review
- Following confirmation of appointment.
- Formal and informal discussion

Members will be asked to identify their development needs with advice from the Clerk or appropriate body (i.e. DALC)

There are number of additional ways that the training needs of Members may be recognised:

- Questionnaires
- During review
- Following election/co-option
- Formal and informal discussion

Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff

- Devolved services / delivery of new services

Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal; where it will be determined whether the training is relevant to the Council's needs and/or service delivery.

CORPORATE TRAINING

Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops, or seminars where suitable training is identified.

FINANCIAL ASSISTANCE

It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.

Each request will be considered by the Clerk on an individual basis and the benefits to the individual and the Council will be identified.

For approved courses Members and employees can expect the following to be met by the Council:

- The course fee.
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination.

Members and officers attending assisted courses are required to inform the Clerk immediately of any absences, giving reasons.

Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

The Council operates a Return of Service agreement. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave the Council's employment within 12 months of completion of the qualification they will be required to repay all costs associated with the undertaking of such training. The employee will be asked to sign an agreement to this effect before the commencement of the training.

STUDY LEAVE

Employees who are given approval to undertake external qualifications are granted the following:

- Study time to attend day-release courses
- Time to sit examinations
- Study time to be discussed and agreed by line manager in advance

SHORT COURSES/WORKSHOPS/RESIDENTIAL WEEKENDS

Where attendance is required at a short course, paid leave will be granted to employees. Members and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:

- The course fee (usually invoiced following the event)
- Travelling expenses in accordance with the Council's current policy in line with the Green Book
- Subsistence in accordance with the Council's current policy in line with the Staff Handbook

EVALUATION OF TRAINING

Records of all training undertaken by employees will be kept in the personnel files of each member of staff.

As part of the Council's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake.

LINKING WITH OTHER COUNCIL POLICIES

Relationship with other Council policies:

- Equality of opportunity in all aspects of Member and officer development;
- A training policy and training record for both Members and staff is a requirement for the accreditation of the national Local Council Award Scheme.
- Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority;
- Undertaking training is a clear indication of Continuing Professional Development.

REPORTING ON PROGRESS

The Clerk will report regularly to the Personnel Committee, detailing attendance at training over the year, as well as the inclusion of the Member and staff evaluation of courses attended.

COMMITMENT TO OFFICERS AND MEMBERS

Killamarsh Parish Council has a fully integrated policy in the field of Training, Learning and Development based in this document and the commitment to funding in its regular budget. The Council supports the concept of investing in lifelong Learning and Development for members and Officers and will commit an appropriate amount of its budget on a regular sustainable basis.

The Council will work closely with the Derbyshire Association of Local Councils and avail itself of the resources of the SLCC and other bodies as appropriate to ensure high quality Learning and Development programmes.

The Council makes the following commitment to its members: that every new Member of the Council whether elected or co-opted will be trained to an adequate standard as set out by the Council and reflecting prevailing accepted standards within a year of taking office. In

addition, skills audits will be acted upon, to ensure specialist members receive additional training along with the bulk of the Council to take account of legislative changes and new initiatives.

The Council makes the following commitment to its Officers and employees of the Council that they will be trained to an adequate standard as set out in prevailing legislation, Local Authority standards and reflecting the aspirations of the Council as soon as possible upon appointment and on an on-going and rolling programme reinforcing professional development.

