



MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON MONDAY 12 DECEMBER 2022

Those present :

Chair : Cllr A Platts

Councillors : Cllr S Clough, Cllr C Curzon, Cllr W Tinley, Cllr J Windle

Officers : Mrs G Blank

HSW37 Chair's Announcements

The Chairman had no opening announcement.

HSW68 Apologies for Absence

Apologies have been received from Cllr T Lacey and the reason given was accepted. Cllr Drabble was also absent from the meeting.

HSW69 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.

HSW70 Adjournment for Public Participation

There were no questions from the public.

HSW71 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

RESOLVED: That item 7C on the agenda is to be conducted in close session with members of the press and public being excluded due to the confidential nature of the subject.

HSW72 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee meeting held on 4th October 2022.

RESOLVED: That the minutes of the meeting held on the 4th October 2022 are a true and accurate record.

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

The Clerk informed Councillors that Ellis Whitham is due on site this week and she will update the committee at the next meeting.

Staffing

a) To receive an up dating on current staff

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

b) To receive information regarding the apprenticeship scheme and make any appropriate recommendations.

The Clerk had circulated information on the scheme to Councillors prior to the meeting.

Under the apprenticeship scheme the Council can claim funding of at least £4,750 to a maximum of £5,000 (which is the total cost of training).

Employers have to pay the minimum rate for apprentices but it is encouraged to pay them the minimum wage for the individuals age. Councillors agreed that the Council should pay the higher rate to attract the right candidate.

The Clerk has spoken to the Apprentice Academy who are recommended by the Government. They provide training and support to apprentices and employers for the length of the apprenticeship.

Cllr Windle asked how long the apprenticeship is, the Clerk said initially 15 months but the Council could increase this and add additional training such as ILCA at their discretion.

The Apprentice Academy also provide screening of potential candidates by testing their basic levels of maths and English before they are recruited.

The advertisement can be placed on the Governments portal free of charge and the Council could send out information to local schools and colleges.

Cllr Platts proposed that this is recommended to Full Council for approval and Cllr Windle seconded the proposal, all Councillors were in favour.

RESOLVED: That the Health, Safety & Wellbeing Committee recommend to Full Council that the Clerk is permitted to set on an Apprentice Business Administrator initially for 15 months on the minimum wage for the candidates age.

c) To receive a complaint from a member of staff and agree any appropriate action required.

This item was moved to the end of the meeting and the member of the public in attendance was asked to leave the meeting so that this item could be conducted in close session.

The Chair informed Councillors that a complaint had been submitted to the Committee by the Clerk regarding the behaviour of a member of the Council at the last Full Council meeting. The Clerk was publicly accused of not following standing orders when compiling the agenda without any evidence to back up the claim. The accusation had made the Clerk feel belittled, embarrassed and undermined in front of Councillors and members of the public which she feels is unacceptable. The Clerk feels that the Councillor had adequate time prior to the meeting to raise her concerns over the agenda to the Clerk or the Chairman of the Council but instead choose to do it in a public setting.

The Clerk at this stage is not making a formal complaint but wants to bring to the attention of the Council that this is not acceptable behaviour that a Clerk should have to endure in a meeting.

Councillors agreed with the Clerks statement that the Councillor could have addressed the issue in a private setting and not in a public meeting and discussed how best to deal with the issue.

RESOLVED: That the Chair of the Health, Safety & Wellbeing Committee speak to the Chairman of the Council and ask that a letter is sent to the Councillor in question informing them of the complaint and that no further action is to be taken at this point. Councillors are to be reminded to give the Clerk, other officers and Councillors, sufficient time to compose a response to any queries they have regarding agenda items.

HSW74 Recruitment & Selection

a) To consider and approve the recruitment and selection panel for the Events & Marketing Manager post.

RESOLVED: That the Clerk, Cllr Platts and Cllr T Lacey are appointed as the recruitment and selection panel for the Events and Marketing Manager post.

b) To approve the job advertisement for the Events & Marketing Manager post.

The Clerk had circulated a draft job advertisement to Councillors prior to the meeting and Councillors agreed that it covered all the points required.

RESOLVED: That the job advertisement for the Events & Marketing Manager post is approved.

c) To consider and approve the time line for recruitment of the Events & Marketing Manager post.

RESOLVED: It was agreed that the closing date for applications be the 31st January 2023 and that the panel look to hold interviews towards the middle of February 2023.

HSW75 Items for discussion for a future agenda

- Vehicle usage Policy
- Employee Handbook
- Recruitment of Administration Apprentice / Trainee
- Feedback from Ellis Whitham
- Clerks probation period
- Staff Appraisals including the Clerk
- Staff Training Plan to be drawn up following appraisals

HSW76 Date of the Next Council Meeting

16th January 2022 at 7.30pm

MEETING CLOED 20:10