



MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON MONDAY 11 MARCH 2024

Those present :

Chair : Cllr C Curzon

Vice-Chair : Cllr B Rice

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

Officers : Mrs G Blank

HSW125 Chair's Announcements

The Chair welcomed everyone to the meeting.

HSW126 Apologies for Absence

There were no apologies.

HSW127 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

HSW128 Adjournment for Public Participation

There were no members of the public in attendance.

HSW129 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items requiring the exclusion of the press and public.

HSW130 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee meeting held on 29th January 2024.

RESOLVED: That the minutes of the meeting held on the 29th January 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.

HSW131 Staffing

- a. To consider and approve the revised job description for the Hub caretaker.

The Clerk had circulated a draft job description to the Committee prior to the meeting.

She explained that since his appointment to the post the duties had changed significantly so a new job description was required to clarify the roles and responsibilities for the post holder.

The Clerk added that key holder responsibilities and attending alarm callouts needed to be added to the job description.

The job description would also be used to identify training needs.

The Clerk informed the Committee that she had extended the post holders probation period until this job description had been approved.

RESOLVED: That the revised job description for the Hub Caretaker is approved.

- b. To consider and approve the job description for the Parish Suite caretaker.

The Clerk had circulated a draft job description to the Committee prior to the meeting.

At the previous meeting the Committee had agreed the need for the new position and the Clerk informed them that due to an increase in bookings it was getting more urgent to have the position filled. Staff were currently working together to meet the demands but this couldn't be maintained long term.

The Clerk added that key holder responsibilities and attending alarm callouts needed to be added to the job description.

The role of the Parish Suite Caretaker has significantly more responsibility than the Hub caretaker hence the need for a higher rate of pay and more hours.

RESOLVED: That the job description for the Parish Suite Caretaker is approved and recommended to Full Council.

- c. To consider and approve the remuneration and hours of the Parish Suite caretaker post.

The Clerk had circulated a report to the Committee on the suggested rate of pay and hours for them to consider.

It was agreed that the role had more responsibilities and required a higher rate of pay to attract the right candidate.

RESOLVED: That the Committee recommends to Full Council the remuneration and hours for the Parish Suite Caretaker position.

- d. To consider and approve the interview panel for the Parish Suite caretaker post subject to Full Council approval.

The Clerk informed the Committee that for this position the recruitment and selection policy allows the Clerk and Events Manager to conduct the interviews but invited Councillors to attend as observers. Cllr Lacey and Cllr Windle offered to sit in on the interviews.

RESOLVED: That the interview panel will consist of the Clerk, Events Manager and Cllrs Lacey and Windle.

HSW132 Policies

- To consider and approve the Training policy.

The policy had been circulated to the Committee prior to the meeting for their consideration. The Clerk informed Councillors that there had been no amendments to make since the last review.

RESOLVED: That the Training, learning and development policy is recommended for approval at Full Council.

HSW133 Items for discussion for a future agenda

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

Councillors to advise the Clerk as and when.

HSW134 Date of the Next Council Meeting

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

It was agreed to keep the same frequency of the meetings and should any urgent business arise an extra ordinary meeting to be called.

MEETING CLOSED 19:25