

## Human Resources Committee Meeting 17.07.14

### MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING OF ONGAR TOWN COUNCIL HELD ON THURSDAY 17 JULY 2014 AT 8 PM

#### **PRESENT:**

Councillors: A. Kaye (chair) S. Adcock S. Jackman  
D. Roberts J. Rushton B. Surtees

Officers: J. Cook (Deputy Clerk)

Press: One member of the press

#### **01/14 Apologies for absence**

There were no apologies for absence.

#### **02/14 Declarations of personal and/or prejudicial interest**

No declarations were received.

#### **03/14 Public participation session with respect to items on the agenda**

No members of the public were present.

#### **04/14 Minutes of the meetings of the 16<sup>th</sup> January 2014 and 24<sup>th</sup> April 2014**

The minutes of the meetings held on the 16<sup>th</sup> January 2014 and 24<sup>th</sup> April 2014 were reviewed and agreed and signed by the Chairman.

#### **05/14 Clerk's Report**

##### **Emergency Plan**

Work on the draft plan is ongoing.

#### **Financial Risk Assessment and Regulations**

These documents were reviewed and adopted at the Finance committee meeting on 8<sup>th</sup> May 2014 and at the Full Council meeting on 15<sup>th</sup> May 2014. The Clerk and Deputy Clerk have attended a training course on Financial Regulations and this document will have to be revised.

#### **Firefighting equipment**

The Love Lane building has been inspected by a Chubb engineer and a certificate issued. Basons has also been inspected and one extinguisher had to be replaced. The provision of a fixed stair case makes the loft a separate area which needs its own firefighting equipment to enable the certificate of conformity to be issued (2 water extinguishers and 1 CO2 extinguisher provided).

#### **Freedom of Information Scheme**

The FOI scheme was reviewed and adopted at the Full Council meeting on 15<sup>th</sup> May 2014 and at the Full Council meeting on 15<sup>th</sup> May 2014.

#### **Health and Safety**

Risk Assessments are still being addressed by the Council and Ellis Whittam. The next Health and Safety visit will take place in September.

## **Human Resources Committee Meeting 17.07.14**

### **Training**

Training offered by EFDC includes -

Code of Conduct - 12 September 2014

Safeguarding (Child Protection) and Promoting the Welfare of Children and Young People – 3 February 2015

These courses are available to Parish/Town Councillors. If anyone is interested in attending please inform the Clerk.

Cllrs S. Adcock and A. Kaye asked to attend the Code of Conduct training.

### **06/14 Matters arising from the previous committee meeting.**

There were no matters arising.

### **07/14 Pensions**

The Clerk and Council Chairman attended a course on the Local Govt Pensions Scheme 2014 Discretions Policy statement. The policy would be drafted and included on a future Human Resources agenda.

### **AGREED**

- the Clerk to draft a policy to be included on a future Human Resources agenda

### **08/14 Child and Vulnerable Adult Protection Policy**

The Clerk had drafted a Policy which was completed with the assistance of Ellis Whittam. Councillors requested that other organisations be consulted and an amended policy be included on a future Human Resources agenda.

### **AGREED**

- the Clerk to do further research and include this policy on a future Human Resources agenda

### **09/14 Terms of Reference**

The draft Terms of Reference were amended and it was agreed that the amend version be recommended to Full Council.

### **RECOMMEND**

- the amended Terms of Reference to Full Council

### **10/14 Standing Orders**

The draft Standing Orders were reviewed and several changes agreed. With the relevant changes it was agreed to recommend the draft Standing Orders to Full council.

### **RECOMMEND**

- the amended Standing Orders to Full Council

### **11/14 Unlisted Items**

There were no items discussed.

The meeting closed at 9.53 pm

**Signed:**

**Chair of Committee**

**Date:**