

**MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING
HELD AT BANSONS ON 9 OCTOBER 2014**

PRESENT: Cllrs A. Kaye (chair) F. Knights S. Jackman
D. Roberts J. Rushton B. Surtees

Also present: Cllr A. Wingfield

Officer: J. Cook (Deputy Clerk)

Press: There were no members of the press present.

Public: There were no members of the public present.

12/14 Apologies for absence

Apologies were received from Cllr R Prosser.

Action

13/14 Declarations of personal and/or prejudicial interest

No declarations were received.

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

There were no members of the public present.

15/14 Minutes of the meetings of the 7th July 2014

The minutes of the meetings held on 7th July 2014 were agreed and signed by the Chairman.

Cllr Kaye

**16/14 Clerk's Report
Quality Council**

The new Quality Council Scheme will be launched in January 2015. The Council has volunteered to be part of the pilot scheme and this would be achieved during October/November. Although the scheme required documents to be published on the Council website Councillors asked that paper copies would be made available for residents to view.

Clerk

Terms of Reference

The Finance and Public Relations committees draft Terms of Reference were adopted at the Full Council meeting on 28 August 2014.

Training

Cllrs A. Kaye, A. Wingfield and S. Adcock attended the Code of Conduct training at EFDC on 12 September.

Safeguarding Policies

The Clerk was asked to draft a Child, Young People and Vulnerable Adult Protection Policy. Advice from EFDC and ECC was that the Council should have in place separate –

- Children and Young People Safeguarding Policy
- Vulnerable Adults Safeguarding Policy

The Clerk consulted Epping Forest District Council's Safeguarding Officer who recommended that the Clerk and/or the Deputy Clerk and the newly appointed sports club manager attend a training course at EFDC offices on 27 November (free of charge). Additionally, Essex Safeguarding Children/ Vulnerable Adults Boards were consulted and their advice sought on the Council's legal responsibility.

Clerk

EFDC will be hosting a training event for Councillors on 3 February 2015 on Safeguarding (Child Protection) and Promoting the Welfare of Children and Young People. If any Councillors would like to attend please inform the Clerk. This training will be free of charge for members of District/Town/Parish Councils.

Emergency Plan

It was reported that the Deputy Clerk was working on this document and would be attending a Community Emergency Planning course on 24 October organised by EFDC.

Clerk

17/14 Matters arising from the previous committee meeting.

There were no matters arising.

18/14 Cemetery

To agree the amendment of the Cemetery Rules and Regulations

At the Open Spaces committee meeting on 4th September it was agreed to amend the current Rules and Regulations to include information on the interment of foetal remains. A copy of the amended document was provided for Councillors information. The committee also requested an amendment to wording on -

- Item 30 regarding the fixing of memorials
- Item 28 on the length of time unauthorised memorials are retained by the Council

AGREED

- To adopt the Rules and Regulations regarding the interment of foetal remains
- To amend the Rules and Regulations on Items 28 and 30 and present to the next Open Spaces committee meeting

Clerk

19/14 Standing Orders

To agree the draft document and make a recommendation to Finance Committee

This document has been revised and was attached for Councillors attention. Councillors requested one amendment to Item 17 a) v)

RECOMMEND

- To Finance Committee to adopt the amended document

Clerk

20/14 Financial Regulations

To agree the draft document and make a recommendation to Finance Committee

This document has been revised and was attached for Councillors attention. Councillors requested several amendments to the document.

RECOMMEND

- To Finance Committee to adopt the amended document

Clerk

21/14 To agree membership of a staffing subcommittee

The Staffing subcommittee would be required to review draft documents and make a recommendation directly to Full Council.

AGREED

Clerk

- The subcommittee would call meetings when required
- Recommendations would be referred to Full Council
- Membership would consist of Cllrs A. Kaye, S. Jackman, D. Roberts and B. Surtees.

22/14 Records Storage Policy

To consider the amendment to the Records Storage Policy adopted in 2010 and make a recommendation to Full Council

The Records Storage Policy had been reviewed and was attached for Councillors attention.

RECOMMEND

- To Full Council to adopt the revised Records Storage Policy

Clerk

23/14 RESOLVED

- To extend the meeting past 8 pm

24/14 Health and Safety Review

To review the action points and progress to date

Carl Richardson, Ellis Whittam representative, visited the Council on 16th September to review the Council's progress against the action plan. A copy of the notes of the meeting and agreed actions were provided for Councillors information.

Councillors **NOTED** the information.

25/14 Open Forum

No items were raised by Councillors.

The meeting closed at 8.10 pm

Signed

Chair

Date