

Human Resources Committee Meeting 05.02.15

MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING OF ONGAR TOWN COUNCIL HELD ON THURSDAY 5 FEBRUARY 2015 AT 7 PM

PRESENT:

Councillors: A. Kaye (chair) S. Jackman R. Prosser
J. Rushton B. Surtees

Officers: J. Cook (Deputy Clerk)

26/14 Apologies for absence

Apologies were received from Cllr D. Roberts.

27/14 Declarations of personal and/or prejudicial interest

No declarations were received.

28/14 Public participation session with respect to items on the agenda

No members of the public were present.

29/14 Minutes of the meeting of the

The minutes of the meeting held on the 9 October 2014 were agreed and signed by the chairman.

30/14 Clerk's Report

Being a good employer

A booklet containing advice for Councillors on being a good employer has been obtained from EALC and is available in the office for Councillors to read.

Business Continuity Plan

As part of the risk assessment process Ellis Whittam have recommended that the Council considers adopting a Business Continuity Plan. The Clerk has drafted a plan to be considered at a future committee meeting.

Councillor information packs

Packs are being compiled for all councillors and will include the Council's significant documents e.g. Standing Orders, Financial Regulations, Fees (for allotments, cemetery, lettings and mini bus), training policy and staff handbook (which includes procedures staff are expected to work to e.g. grievance and whistle blowing).

Health and Safety

Council staff are continuing to address the issues raised by the Health and Safety review on Council premises and procedures (except the sports club facility) carried out by Ellis Whittam.

Records Storage Policy

The Records Storage Policy was agreed at Full Council on 27 November 2014

Standards of Practice Scheme

The Council has received the award for the Foundation Level. Council staff are working towards achieving the requirements for the next level of Quality status.

Standing Orders and Financial Regulations

The updated Standing Orders and Financial Regulations were agreed at Full Council on 27 November 2014 and are available to view on the Council website.

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31/14 Matters arising for report from the previous committee meeting

Cllr S. Jackman requested confirmation that the Clerk was preparing the Council's submission for Quality status.

32/14 Code of Conduct

The Council's current Code of Conduct was adopted in June 2012. Councillors reviewed the document and made one amendment. The committee requested that the Clerk remind councillors to sign the Declaration of Interest form annually or after any change of circumstances.

AGREED

- To recommend to Full Council to adopt the document.

33/14 Complaints Policy

The Council's current Complaints Policy was adopted in December 2013. Councillors reviewed the document and it was

AGREED

- To change the title of the document to Compliments and complaints
- The Clerk to investigate other council's policies
- To add to the next committee agenda

34/14 Draft policies

i) Safeguarding Policy

A Town Council policy was drafted using the EFDC Policy as a model. Councillors requested some amendments to the draft policy. Cllr R. Prosser proposed and Cllr S Jackman seconded that the Full Council adopted the amended policy.

RECOMMEND

- To Full Council to adopt the draft policy

ii) Appraisal procedure

An appraisal procedure is required for Quality Status. A document has been drafted with the assistance of Ellis Whittam and was reviewed by Councillors.

Cllr B. Surtees proposed and Cllr R Prosser seconded that the draft document be recommended to Full Council for adoption.

RECOMMEND

- To Full Council to adopt the draft policy

35/14 Emergency Plan

i) Draft Emergency Plan

A model plan was provided by ECC and was modified for use by the Town Council. Councillors reviewed the draft plan and requested –

- that it was published on the Council website
- that the plan be updated every 6 months
- that the locations of defibrillators be added to the plan
- a copy of the plan to be provided to all Councillors
- to add contact details for staff who are key holders for Council buildings

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Cllr B.Surtees proposed and Cllr R Prosser seconded that the draft plan be recommended to Full Council.

RECOMMEND

- To Full Council to adopt the draft Emergency Plan

ii) Provision of Emergency Boxes in Council buildings

An Emergency Box has been placed in Bansons but some items were still required to bring it to the recommended standard. It was suggested that an additional Emergency Box was located in the Jubilee Field sports club building.

Cllr S Jackman proposed and Cllr A Wingfield seconded that only one Emergency Box be provided in Bansons. This decision will be reviewed at a future committee meeting.

AGREED

- To provide an Emergency Box in Bansons
- The contents to be reviewed annually
- The Electoral Register to be reviewed monthly
- The cost to be taken from General Administration

36/14 Freedom of Information (FOI) Scheme

The Council's current FOI scheme was reviewed and one amendment was made. Cllr S Jackman proposed and Cllr R Prosser seconded to adopt the amended policy.

AGREED

- To adopt the amended FOI Scheme

37/14 Approved key holders

Councillors were asked to approve named key holders for organisations who regularly hire the building.

AGREED

- To obtain further information from the Council's Insurance company regarding the level of cover for hires where no councillors or members of staff are present
- To add this item to a future committee agenda

38/14 Training

This item was postponed until the next committee meeting.

The meeting closed at 8.02 pm

Signed:

Chair of Committee

Date: