

Human Resources Committee Meeting 11.06.15

MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING OF ONGAR TOWN COUNCIL HELD ON THURSDAY 11 JUNE 2015 AT 8.15 PM

PRESENT:

Councillors: J. Bicknell C. Feetham B. Freeman
A. Kaye S. Jackman D. Roberts

Also present: J. Devonald N. Fletcher J. Rushton
A. Wingfield

Officer: J. Cook (Deputy Clerk)

Public: None

01/15 To nominate a chairman for this meeting.

Cllrs Freeman and Feetham were nominated to act as chair for this meeting.

AGREED

- Cllr Feetham to take the chair for this meeting.

02/15 Apologies for absence

Apologies were received from Councillors J. Browning, P. Bolden and J. Reynolds.

03/15 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest.

04/15 Public participation

There were no members of the public present.

05/15 To agree the minutes of the meeting of 5 February 2015

The minutes of the meeting were reviewed and agreed as a true record and signed by the chairman.

06/15 Clerk's Report

Quality Standard

It was reported that the Council had successfully completed the requirements for the Foundation Level and was now working towards the Standard accreditation.

Training

Cllrs Browning and Reynolds were booked to complete the three days of Chairman's Training at EALC. Four members of staff would be attending Emergency First Aid at Work training on 21 July at EALC. It was recommended to provide at least 2 trained first aiders at Basons and Jubilee Park to allow cover for all shift patterns and holidays.

Basons lettings

It was agreed at the Finance meeting on 30 April 2015 not to hire the building to an outside organisation without a Councillor being present.

07/15 Terms of Reference

The current Terms of Reference were reviewed and the suggested amendment noted.

AGREED

- To recommend the amended Terms of Reference to Full Council.

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08/15 Staffing sub-committee membership

i) To agree the membership of the staffing sub-committee
Four councillors volunteered to serve on the subcommittee –
Cllrs B. Freeman, S. Jackman, A. Kaye and D Roberts

AGREED

- These councillors to form the subcommittee

ii) To agree the Terms of Reference for the sub-committee
The draft Terms of Reference were considered

AGREED

- To accept the draft Terms of Reference

09/15 Emergency procedures

Councillors considered who should be named as contacts for Property Protection in the event of an emergency.

AGREED

- Cllrs J. Bicknell and B. Freeman
- Town Clerk
- Deputy Town Clerk

10/15 Community Resilience Emergency Plan

i) To review, complete and agree the draft plan
The draft Emergency Plan was considered.

AGREED

- To include an article asking for extra volunteers to come forward in the next edition of the Council newsletter
- Staff to review the plan every six months
- To accept the draft Emergency Plan

ii) To agree that the Clerk is authorised to make emergency expenditure

AGREED

- To amend the Emergency Plan to accept the amendment to allow the Clerk to incur expenditure in case of an emergency.

iii) To consider the provision of an additional Emergency Box at Jubilee Pavilion, consider the budget implications and make a recommendation to Finance committee

Cllr A. Kaye proposed that an additional Emergency Box be placed in Jubilee Pavilion and this was seconded by Cllr J. Bicknell

AGREED

- To place an additional Emergency Box in Jubilee Pavilion

Cllr D. Roberts proposed that the cost of the contents of the box be taken from Jubilee Park budget and this was seconded by Cllr A. Kaye

AGREED

- To recommend to Finance committee that the cost of an Emergency Box be taken from Jubilee Park budget

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11/15 Complaints policy

The draft policy was reviewed.

AGREED

- To accept the draft policy

12/15 Training

- To review the Council's Training Statement of Intent and make a recommendation to Full Council

Councillors reviewed the draft Statement.

Cllr D. Roberts proposed that the draft Statement be recommended to Full Council for adoption and this was seconded by Cllr A. Kaye.

AGREED

- To recommend the draft Statement to Full Council

- To consider training requirements for Councillors

After some discussion it was agreed that Councillors would present their suggestions for required training to the next Finance committee meeting.

AGREED

- Councillors to present their suggestions for required training to the next Finance committee meeting
- To request that EFDC provides an additional training session on Planning in the evening

- To receive feedback from the Fire Warden Training completed by staff

The Deputy Clerk and Jubilee Park manager have completed Fire Warden training. A short report on the course was attached for Councillor's information.

The information was noted.

- To agree Risk Assessment training for staff

It was recommended that the Deputy Clerk and Jubilee Park manager also complete a Risk Assessment course.

Cllr D. Roberts proposed that a decision on this course be deferred until the next Human Resources committee meeting and this was seconded by Cllr J. Bicknell

AGREED

- To defer consideration of the Risk Assessment course

- To consider further training requirements for staff including E-learning courses

Ellis Whittam were able to provide E-learning courses on a variety of subjects and a list of courses was provided for Councillors information. Councillors considered the need for these courses at present.

AGREED

- To defer consideration of these courses until the next Human Resources committee meeting

- To note the training budget expenditure to date and committed expenditure

The budget for 2015/16 was £2,500.00.

The expenditure was noted.

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13/15 Pension

To agree the Policy Statement of Employer Discretions
A draft policy was attached for Councillor's consideration.

Cllr D. Roberts proposed that the committee accepted the draft policy and this was seconded by Cllr A. Kaye.

AGREED

- To accept the draft Pension policy

The meeting closed at 9.10 pm

Signed:

Chair of Committee

Date:

DRAFT