

Human Resources Committee Meeting 24.09.15

**MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING
OF ONGAR TOWN COUNCIL HELD ON
THURSDAY 24 SEPTEMBER 2015 AT 8 PM**

PRESENT:

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

Also present: J. Devonald J. Rushton

Officer: J. Farr (Deputy Clerk)

Public: One member of the public and one member of the press.

13/15 To elect a chairman of the committee

Cllr Freeman nominated Cllr Feetham as chair of the committee and this was seconded by Cllr Reynolds.

Cllr Roberts nominated Cllr Kaye as chair of the committee and this was seconded by Cllr Jackman.

Vote for Cllr Feetham –

3 for, 3 against and one abstention

Vote for Cllr Kaye –

2 for and none against

AGREED

- Cllr Feetham was elected as chair of Human Resources committee.

14/15 To elect a vice chairman of the committee

Cllr Roberts nominated Cllr Kaye as vice chair of the committee and this was seconded by Cllr Freeman. Cllr Kaye declined to accept this nomination.

Cllr Reynolds proposed Cllr Roberts as vice chair of the committee and this was seconded by Cllr Freeman.

There being no other nominations Cllr Roberts was elected as vice chair of the committee.

AGREED

- Cllr Roberts was elected as vice chair of Human Resources committee.

15/15 Apologies for absence

Apologies were received from Councillors J. Browning (work commitments) and P. Bolden (annual leave).

16/15 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest.

17/15 Public participation

No members of the public wished to address the committee.

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18/15 To agree the minutes of the meeting of 11 June 2015.

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

19/15 Clerk's Report

Comments, Compliments and Complaints policy

It was reported that this adopted policy was now available on the Council's website.

Community Resilience (Emergency) Plan

The updated plan had been provided to Councillors and this would be reviewed after 6 months (January 2016).

Both Emergency Boxes were now complete and were in place in Bansons and Jubilee Pavilion.

An article calling for volunteers to assist the Council in an emergency was submitted to the Ongar News (October edition).

Pension Policy Statement of Employer Discretions

Cllr Browning had signed the policy and this is now published on the Council's website. A copy of the policy had been provided to Essex County Council's Pension fund.

Quality Council

The Council's Business Plan was currently under review. Once it had been agreed the Council would be in a position to apply for the Quality Council (the Foundation level was achieved in January 2015). The next step would be the Gold Award and the Deputy Clerk was working on the requirements for this submission.

At the Essex Association of Local Councils Annual General Meeting held on 24 September the Council was presented with a framed certificate for achieving Foundation in the Quality Council scheme.

Terms of Reference

The Human Resources Committee and Staffing Subcommittee Terms of Reference were adopted at Full Council on 30 July 2015.

Training Statement of Intent

The Full Council meeting on 30 July 2015 adopted the draft Training Statement of Intent.

20/15 Community Resilience Emergency Plan

At the last Human Resources committee meeting Cllr Bicknell volunteered to be a key holder for Bansons. She had since decided not to take this position and so another volunteer was required.

Cllr Feetham volunteered to be a key holder. There being no other volunteers it was agreed that Cllr Feetham would be issued with a set of keys for Bansons.

AGREED

- Cllr Feetham to be issued with a set of keys for Bansons.

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21/15 Health and Safety

- i) To review the Risk Assessments previously agreed with the Council's Health and Safety consultant, Ellis Whittam

A representative of Ellis Whittam and the Deputy Clerk had agreed several Risk Assessments drafted by Council staff which needed to be reviewed.

Cllr Roberts proposed that this be done by the Deputy Clerk and Ellis Whittam and this was seconded by Cllr Kaye. Unanimously agreed.

AGREED

- The Risk Assessments to be reviewed by the Deputy Clerk and Ellis Whittam.

- ii) To note the report from Ellis Whittam following the visit on 29 May 2015

A representative of Ellis Whittam visited the Council on 29 May 2015 to review Council properties and activities (excluding Jubilee Park which will be visited separately).

A copy of the report and action points was provided for Councillors information. It was reported that the Deputy Clerk was addressing the items listed on the action points and a progress report would be provided to the next committee meeting.

AGREED

- An update on the action points to be provided to the next committee meeting.

22/15 Recording of Council meetings

- i) To consider the audio recording of council meetings and make a recommendation to Full Council

The Council may wish to make its own recordings of meetings. A copy of the EALC Legal Update on "Filming, Photographing and Recording at Council Meetings" was provided for Councillors information.

Cllr Kaye reported that he had attended the EALC AGM on 24 September and contacted a company who would provide audio broadcasting free of charge. Cllr Freeman proposed that the Deputy Clerk gather more information and to review this scheme at a future committee meeting. This was seconded by Cllr Roberts and unanimously agreed.

AGREED

- The Deputy Clerk to contact the audio company for more information on this scheme.

- ii) To consider the draft policy on recording council meetings and make a recommendation to Full Council

A draft policy was attached for Councillors consideration.

AGREED

- To defer consideration of a policy until further information is known (as item 22/15 i) above).

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23/15 Standing Orders

To review and amend (if necessary) the adopted Standing Orders and make a recommendation to Full Council

At the Cilca course attended by the Deputy Clerk it was recommended that the NALC model Standing Orders on "Motions for a meeting that require written notice to be given to the Proper Officer" be adopted. Draft Standing Orders reflecting this change was provided for Councillors consideration.

Cllr Jackman proposed that this amendment be recommended to Full Council and this was seconded by Cllr Kaye. Vote – 7 for and none against.

AGREED

- Recommend to Full Council the draft amendment to Standing Orders regarding "Motions for a meeting that require written notice to be given to the Proper Officer"

24/15 Exclusive Right of Burial

To consider the draft appendix to the Council's adopted Bereavement policy on providing cemetery services for employees and make a recommendation to Full Council.

The Institute of Cemeteries and Crematorium Management (ICCM) advised that it was common practice for local authorities to provide burial services free of charge for paid staff and their immediate family members when the death occurred while they were still employed.

Councillors considered the draft appendix. Cllr Jackman proposed that only Council employees and not their families should have the cemetery fees waived and this was seconded by Cllr Reynolds. Vote – 7 for and none against.

AGREED

- Recommend to Full Council that only employees to have cemetery fees waived

25/15 Training

- i) To note the expenditure to date, committed expenditure and remaining budget

It was reported that the expenditure to date and committee expenditure to date was £1760. The remaining budget for this financial year was £740.

Councillors noted the expenditure and budget.

- ii) To note the training undertaken by councillors and staff since the last committee meeting

A copy of the Training Record 2015 was provided for Councillor's information.

Councillors noted this information.

- iii) To receive a report on the Emergency First Aid training course undertaken by four members of staff

A short report was provided for Councillor's information.

Councillors noted this information.

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iv) Consider whether the Jubilee Park manager and Deputy Clerk should attend a Risk Assessment course (deferred from last meeting)

At the last Human Resources committee meeting councillors considered the need for the Deputy Clerk and Jubilee Park manager to attend a Risk Assessment course at EALC and this item was deferred until a future meeting. Councillors were asked to consider whether staff should attend the next course which would take place on 3rd December at a cost of £80 per person.

Cllr Kaye proposed that the Deputy Clerk and Jubilee Park manager attend the Risk Assessment course and this was seconded by Cllr Roberts. Unanimously agreed.

AGREED

- The Deputy Clerk and Jubilee Park manager to attend the Risk Assessment course.

v) Consider the provision of E-learning courses for Council staff (deferred from the last meeting)

At the last Human Resources committee meeting councillors considered providing E-learning for Council staff. A decision was deferred until a future meeting. Councillors considered this training option. Cllr Freeman proposed that this training be deferred until the next financial year and this was seconded by Cllr Jackman. Unanimously agreed.

AGREED

- To defer consideration of E-learning courses until the next financial year.

vi) To note the Cilca training schedule and course content

The Deputy Clerk attended a 2 day course on new Cilca criteria. A short report was provided for Councillors information. Several of the items recommended may require amendments to existing policies and documents which would be dealt with by the appropriate committees.

AGREED

- To include these suggestions for Councillors consideration on agendas for the appropriate committees.

vii) Training opportunities at EALC over the coming months

Councillors noted the training courses provide by EALC over the coming months.

AGREED

- The Council to invite Adriana Jones to provide Planning training to Councillors at the Council offices
- To invite councillors from other local councils to attend this course

viii) To note the budget requirements for 2016/17 and make a recommendation to Finance committee

The training budget for 2015/16 was £2,500.00.

Cllr Kaye proposed that the training budget for the next financial year was £2,500.00 and this was seconded by Cllr Jackman. Unanimously agreed.

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AGREED

- To recommend to Finance committee that the training budget for the year 2016/17 be £2,500.00.

The meeting closed at 9.10 pm

Signed:

Chair of Committee

Date:

DRAFT