

KELVEDON PARISH COUNCIL

PERSONNEL SUB-COMMITTEE

Minutes of the meeting held on Wednesday 9 March 2016 in the Council Chamber

Present:

Present: Anderson Buttery Dixon Hooper
 Martin*

Also in
attendance: Cllr Lancashire
Clerk: P Potter

*Cllr Martin acted as Chair in Cllr Pilbeam's absence.

PS30/2015-16 Apologies for Absence
Cllr Pilbeam.

PS31/2015-16 Minutes
The minutes of the meeting held on 25 November 2015 were agreed and signed as a correct record.

PS32/2015-16 Declarations of Interest
None.

PS33/2015-16 Public Discussion
No members of public present.

PS34/2015-16 Solo working policy
It was agreed that the Clerk will liaise with Cllr Pilbeam to draft a Lone Working policy to cover all employees, which will be circulated prior to the next meeting, for comments.

PS35/2015-16 Dates of next meetings
The meetings will follow on from the Finance Committee.

PS36/2015-16 Vote to move into private session
It was agreed to move into private session for the following agenda item

Exclusion of Press & Public

The members of the personnel sub-committee agreed to exclude the press & public from the remainder of the meeting under the Public Bodies (Admission to meetings) Act 1960 as the following item contained confidential information.

Review of office personnel systems/staffing matters

Various issues were discussed and it was agreed to look into reinstating the clocking in system for all staff to enable hours to be logged. The Clerk will also review the duties of the PAMW and the system for allocating work, in conjunction with Cllr Pilbeam, as well as looking into a GPS tracker, to enhance health and safety provision, which will be covered by the Lone Working Policy. It was also agreed to review holiday cover arrangements, as this has not been undertaken for some time.

The Clerk received agreement to undertake some training courses with EALC

over the coming calendar year, some of which can be jointly paid for between Kelvedon PC and the other two Parish Councils which the Clerk also works for, to keep the costs down for all.

The PAMW unfortunately missed a Health and Safety Course this week due to a car breakdown. The Clerk will look into whether this can be undertaken elsewhere rather than wait another year for EALC to run it.

PS37/2015-16 Date of next meeting

A provisional date of 15 June was agreed, following on from the Finance Committee.

Signed:

Date: