

KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini
Clerk to the Council: Alison Hinks
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Minutes of the meeting of the Resources Committee of Ketley Parish Council held on Tuesday 26 January 2016 at 5.30 pm at Ketley Community Centre.

PRESENT:

Councillor Dave Elliott (Chairman)
Councillor Amrik Jhawar
Councillor Sam Millward-Thomas

Councillor Mandy Cartwright
Councillor Rajash Mehta

In Attendance: Alison Hinks, Parish Clerk.

R16/153 WELCOME

Cllr Elliott welcomed all Councillors to the meeting.

R16/154 APOLOGIES FOR ABSENCE

Cllr Hodgkinson did not attend the meeting.

R16/155 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R16/156 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 15 DECEMBER 2015

RESOLUTION: Cllr Jhawar proposed the minutes held on 15 December 2015 as an accurate record, which was seconded by Cllr Millward-Thomas and unanimously agreed by the Resources Committee.

R16/157 UPDATE ON KETLEY COMMUNITY CENTRE

Ann Linton did not attend the meeting. Councillors requested that Ann is reminded that she must attend the Resources Committee to update Councillors on Ketley Community Centre.

ACTION: The Clerk to email Ann Linton with dates of all future meetings.

R16/158 HEALTH & SAFETY

- Legionella Tests – The Clerk said that twice yearly legionella tests undertaken by the external company have come back negative. The Clerk said that all the equipment has been purchased for the Centre Manager to undertake the monthly tests, which will form part of the H&S weekly/monthly testing regime.
ACTION: The Clerk to arrange a date with the Centre Manager to undertake training for the legionella testing.
- H&S Training – The Clerk reported that all Parish Council employees need to undertake H&S Training following the formal adoption of the H&S Policy. The HR Consultant has quoted £600 for this training although the Clerk is currently looking at cheaper provision. This need to be arranged before 31 March 2016.
ACTION: The Clerk to report back on H&S training needs to the next Resources Committee.
- Defibrillator Training – The Clerk said that she had taken advice and there is no legal requirement for defibrillator training to be undertaken annual, although Cllr Cartwright said that it is good practice to revise training as part of an ongoing training programme.
ACTION: The Clerk to look into refresher training for the defibrillator.

R16/159 STAFFING UPDATE

- Stress Policy and Stress Questionnaire Returns – The Clerk reported that following the formal adoption of the KPC Stress Policy, all staff were given a copy of the policy for information and sent a questionnaire to complete and return. The Centre Manager and the Cleaner have returned the Stress Policy and have written that on the bottom of the Policy that they have signed to say they have received and read the policy. The Cleaner has also added they she does not agree with some of the points. The Centre Manager and Cleaner have are the only employees who have return the Stress Questionnaire, which is extremely negative. Cllr Jhawar said that the employees need to justify their responses.
ACTION: The Clerk to take advice from the HR Adviser on how to respond and the way forward.

- Notes from Return to Work Interview – The Clerk reported that the Centre Manager is yet to return her additions to the return to work interview undertaken on 27 October 2015 despite being chased on several occasions.
ACTION: The Clerk to again chase the Centre Manager return date of 3 February 2015.
- Staff TOIL – The Clerk reported that the Cleaner currently has 29.5 hours TOIL outstanding despite being paid for additional hours worked when the Centre Manager was on sick leave. Councillors were all in agreement that the Cleaner must only make up TOIL when she is being asked by the Parish Council to work additional hours eg. to cover sick leave, annual leave, weekend emergency cover and all additional hours must be authorized by the Parish Clerk.
ACTION: The Clerk to write to the Cleaner to inform them of the above.
- Staff Annual Leave – The Clerk confirmed that she had met with Community Centre staff in December 2015 to discuss arrangement for their outstanding leave. Both members of staff have diaried when they will be taking their leave before the end of March 2016 and have been informed that they are only allowed to carry forward 5 days leave into the next leave year.
ACTION: Resources Committee to review the annual leave policy at the next meeting.
- Annual Appraisals – The Clerk reported that she has undertaken the Centre Managers appraisal in July 2016, although the Cleaner and Key Holder's appraisals are outstanding. The Centre Manager will need to do appropriate training before she undertakes the appraisals and the Clerk has offered to sit in on the first appraisals to offer support. There are course available on OLLIE to assist the Centre Manager with appraisals.
ACTION: The Clerk to inform the Centre Manager of the most appropriate course for appraisals and give a deadline of March 2016 when the appraisals must be finalised.
- Update on Apprentice – The Clerk reported that the she had met with the Apprentice and NVQ mentor to go through progress today. The Apprentice is currently working towards NVQ Level 2 Business Administration which is supported by the work she carries out.

R16/160 TRAINING AND DEVELOPMENT

- Ollie – The Clerk reported that all staff have received the training on how to access the course on OLLIE. The courses available on OLLIE are a maximum of 45 minutes and should be undertaken during the work day.
- Induction Training – The Clerk reported that she had emailed all staff with courses that would form part of the Parish Council's Induction Programme, which include:
 - Introduction to e-learning
 - DSE
 - Personal Safety Awareness
 - Dignity and Respect
 - First Aid at Work (the Centre Manager and Cleaner have already completed this training)

Staff have also been invited to undertake the following courses if they feel necessary:

- Basic IT Skills (email)
- Basic IT Skills (work processing)

The Clerk said that there was also H&S courses on OLLIE that should also be included in the induction programme and she would inform Councillors of these at the next Resources Committee.

R16/161 LICENCE AGREEMENT WITH SHROPSHIRE WILDLIFE TRUST

The Clerk reported that a copy of the SLA had been forwarded to SWT for their comment, with a view to the office space being occupied from 1 April 2016.

R16/162 ROOM BOOKING PROCESS FOR KETLEY COMMUNITY CENTRE

The Clerk updated the Resources Committee on a recent problem with a room booking which was caused by the room booking process not being followed.

ACTION: A review of the room booking process to be put on the agenda of the next Resources Committee.

R16/163 NOTICEBOARDS FOR KETLEY PADDOCK MOUND

The Clerk said that the Friends of Ketley Paddock Mound were in the process of ordering new noticeboard and signage for the Paddock Mound via the Pride in the Community money. The Clerk circulated a list of locations for the noticeboard which were agreed by all Councillors. The final design would be going to the Full Council meeting on 10 February 2016.

R16/164 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

- Staffing Update - To resolve: That by the Public Bodies (Admission to Meetings) Act 1960 (S1(2)) and in

accordance with the provisions of Schedule 12A of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

RESOLUTION: Cllr Elliott proposed that this item is discuss in private as it was to discuss staffing issues, which was seconded by Cllr Hodgkinson and unanimously approved by the Resources Committee.

The Clerk went through the suggestions from the HR Consultants about consultation regarding the proposed staffing restructure and said that out of respect for employees, any changes to the current staff structure should be delayed until after the conclusion of the outstanding grievance complaint. A framework for the restructure was drawn up for the Parish Council meeting on 10 February 2016.

- Grievance Update - The Clerk updated the Resources Committee on the progress of the grievance complaint received from the Centre Manager expressing concerns about her job. The meeting arranged for 12 January 2016 was cancelled by the Centre Manager's representative and has been re-arranged to 28 January 2016.

R16/165 AGENDA ITEMS FOR NEXT MEETING

- Annual Leave Policy
- Room Hire Procedure

R16/166 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Tuesday 23 February 2016 at 5.30 pm at Ketley Community Centre

Signed:
Chairman of Ketley Parish Council Resources Committee

Date: 23 February 2016