

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Staffing Committee held on Wednesday, 24th July 2019 in the Atrium, Northway Community Hub, commencing at approx. 8.45pm directly following a Neighbourhood Plan Presentation.

Present: Cllr J Roberts (Chairman) Cllr Mrs S Terry (Vice-Chairman)
Cllr S Ward

In Attendance: Mrs L Stewart, Clerk's Assistant
Mrs C Woodward, Clerk of the Council

S/18/19 **Apologies for Absence**

Cllr Bailey had tendered her apologies. No further apologies were received.

S/19/19 **Declarations of Interest**

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 11th July 2012 (Min Ref C/159/12), including paragraph 12(2), were made.

S/20/19 **Minutes of the Previous Meeting**

Minutes from the Staffing Committee Meeting of 24th June 2019 - Cllr Terry PROPOSED that the Minutes from the meeting that took place on Monday 24th June 2019 should be approved as a true and accurate record. Cllr Ward SECONDED.

FOR: UNANIMOUS

Notes from the Interview Panel Meeting of 15th July 2019 – Members received the Notes from this meeting that took place on 15th July 2019.

S/21/19 **Matters Arising from the Previous Minutes**

There were no matters arising.

S/22/19 **Exclusion of the Public and Press under Standing Order No. 1r, Viz:-**

Cllr Roberts PROPOSED that in view of the special / confidential nature of the business about to be transacted i.e. relating to staff personnel, it is advisable in the public interest that the public and press are temporarily excluded and they are instructed to withdraw.

FOR: UNANIMOUS

S/23/19 **Exclusion Items**

COUNCILLORS ONLY

NORTHWAY PARISH COUNCIL

S/25/19 **Equal Opportunities Policy**

The lack of a full Equal Opportunities Policy had recently come to light. The Clerk put a policy together using examples she had found online. Members reviewed this and with three minor amendments approved it as the Equal Opportunities Policy for Northway Parish Council. A copy of this would be given to the new Caretaker. [\(Copy circulated to Members\)](#)

S/26/19 **Manual Handling Training**

Cllr Roberts had obtained Manual Handling Information and Members felt that this was sufficient. Cllr Roberts PROPOSED that the Caretaker should be issued with a copy and should be asked to complete the small quiz that was included. This would show that she had gone through the necessary information. Cllr Ward SECONDED.

FOR: UNANIMOUS

Cllr Ward felt that the Clerk and the Clerk's Assistant should also consider this information and complete the quiz.

S/27/19 **Cleaning Equipment**

Members reviewed the current equipment and considered whether any changes or additions were necessary. It was AGREED that new colour coded mops should be purchased to ensure there was no cross contamination with the existing ones (which were worn anyway).

It was AGREED that an eye wash station should be provided. It was noted that there might already have been one in the storeroom and, if found and still in date, this could be used - otherwise, on the grounds of health and safety, a new one should be purchased.

Concern was expressed regarding the current floor buffer. Using it could be unmanageable for the new caretaker as currently it took two to clean the floor using the buffer. The other consideration was that the floor was still dirty after being buffed and evidence of a child's bare feet after having their shoes off for a very short time showed that something was not working right. Members considered that this may be from not using the cleaning products correctly, or it may be that the machine was old and not fit for the purpose of cleaning the Hub. The Clerk had spoken to a local firm, Cemas, and it was hoped they would provide a demonstration the following week.

S/28/19 **Training**

The Clerk reminded Members she was in the process of organising a course to be held at the Hub for Councillors that had not attended it or wanted a refresher. It was also suggested that if the new Caretaker felt they needed any training to let the Clerk know so that it could be arranged.

S/29/19 **Correspondence received after 18th July 2019**

No correspondence had been received.

As there was no further business the meeting concluded at 9.05pm