

## NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Staffing Committee held on Wednesday 6<sup>th</sup> April 2022 in the Ray Shill Room, Northway Community Hub, commencing at approximately 8:15pm

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

In Attendance: Mrs C Woodward, Clerk of the Council

### S/01/22 Apologies for Absence

No apologies for absence were received.

### S/02/22 Declarations of Interest

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

### S/03/22 Minutes of the Previous Meetings

Cllr Terry PROPOSED that the Minutes from the meeting that took place on 16<sup>th</sup> August 2021 should be approved as a true and accurate record. Cllr Ward SECONDED.

FOR: UNANIMOUS

### S/04/22 Matters Arising from the Previous Minutes

S/36/21 Training – Cllrs Terry, Shelton and Blackmore had attended training courses.

### S/05/22 Health and Safety File

**Lone Working** – Members talked about the various risks to staff and how these risks could be mitigated.

After a lengthy discussion covering different options such as mobile apps, body cams, personal alarms, GPS trackers Cllr Roberts PROPOSED that investigations were made into providing all staff with a personal alarm. Lights for the gates at the Hub should be considered (solar), as well as downloading a mobile phone app such as 'OK Alone' which is a lone worker app as well as obtaining a quotation for an additional or replacement camera at the Hub focusing on the gate.

FOR: UNANIMOUS

**Fire Risk Assessments** – The Clerk reminded Members that a full Fire Risk Assessment had been undertaken at the Community Hub but the Changing Rooms and Village Hall required an up to date one. It was suggested that Cllr Blackmore might be able to help with this. Cllr Roberts PROPOSED Cllr Blackmore was asked to assist and if she declined then quotations should be sought from a reputable firm.

FOR: UNANIMOUS

## NORTHWAY PARISH COUNCIL

S/05/22 **Health and Safety File** (Continued)

**Inspecting and Reporting of Assets/Issues** – The Litter Picker was now checking Assets on her various routes around the parish and kept a record / picture of her findings.

**Fixed Electrical Wiring** – The Clerk was waiting to hear back from an electrician regarding undertaking fixed electrical wiring tests at the Village Hall and Changing Rooms.

**COSHH Assessment** – The Hub already had measures in place to ensure such items were stored safely.

**Legionella** – Since the last meeting an assessment had been undertaken by NFU Mutual and a full report provided to the Council, actions were ongoing.

S/06/22 **National Joint Council for Local Government Services – Pay Agreement 2021-22.**

The Clerk informed Members that the increase of 1.75% had been awarded and back pay paid in March 2022 (as per Council policy). The increment award increases would start in April 2022. Cllr Terry PROPOSED this was ratified and that any necessary changes to standing orders should be arranged with immediate effect and the Bank notified. Cllr Roberts SECONDED.

FOR: UNANIMOUS

S/07/22 **Exclusion of the Public & Press under Public Bodies (Admissions to Meetings Act) 1960 s1 ss2**  
**Viz:-**

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

FOR: UNANIMOUS

S/08/22 **Exclusion Items**

Under confidential cover the Committee considered staffing matters including personal information. The Litter Picker passed her probationary period with a very good report and some additional hours for various roles were considered.

S/13/22 **Training**

Members were pleased to have a new Councillor join and it was noted that relevant training courses should be offered to Cllr Beadle particularly the new Councillor inductions course.

S/14/22 **Correspondence received after 31<sup>st</sup> March 2022**

There was none received.

The meeting concluded at 8.10 p.m.