

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held at Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7.00pm on Tuesday, 1st August 2017

PRESENT: Mr G Willcox (Chairman),
Mrs M Broomhead, Mr G Harding, Mr M Sheikh, Mr D Statham, Mrs S Skeemer,
Mr P Servadei & Mrs V Jepson (Manager).

S/P.125 1. APOLOGIES FOR ABSENCE

Apologies for absence – None.

S/P.126 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT -

None.

S/P.127 3. TO REPORT UPDATE ON CIVIC CENTRE MEETING ROOMS

a) Vacant Offices

Members are informed about the vacant offices and all interested parties wishing to take a lease out on them.

All 3 vacant rooms will be occupied as if the 1st October 2017.

AGREED: The full report is noted.

a) Local Area Co-ordinator

A new Local Area Co-ordinator for Blaby Town has been appointed by Leicestershire County Council.

It has been established that Blaby Library will be the permanent base for the Local Area Co-ordinator. There may be occasion where the library isn't available and it has been asked if the Co-ordinator would be able to use an office on a casual basis at the Civic Centre free of charge.

RESOLVED: The Local Area Co-ordinator for Blaby is approved to use the Northfield Room on a trial basis if available free of charge.

S/P.128 4. TO CONSIDER STAFFING MATTERS

RESOLVED: Standing Order No.24 is to be invoked. That under Section 100a (4) and Sch.12A of the Local Government Act, 1972, the public be excluded from the meeting for the following items on the grounds that the items involve the likely disclosure of exempt or confidential information. (Confidential Report BPC46).

a) Part Time Groundsman

Members considered a permanent position of employment for the current temporary part time groundsman.

RESOLVED: With immediate effect Mr Upton is to be established as a permanent employee of Blaby Parish Council for his role as Part Time Groundsman working 25 hours per week with additional hours during the summer when required.

S/P.129 5. TO CONSIDER EMPLOYEES PAY & CONDITION OF WORKING

All members have been issued with a copy of the Blaby District Council & Society of Local Council Clerks salary scales.

AGREED: Members considered staff salaries and the report is noted.

RESOLVED: Standing Order No.24 is to be revoked.

S/P.130 6. TO CONSIDER LIFT SERVICE QUOTATION

Members have been issued with a quotation (QSC686) in respect of its annual Service Contract for the Civic Centre lift, together with a quotation (QLSC040) in respect of a Lifting Operations & Lifting Equipment (LOLER) Service and Maintenance contract.

Quotation 1	
Service & Maintenance of the Rise Lift (QSC686)	<p>Monday – Friday: 8am – 5pm Call out charge, once a year (no parts included) = £125.00 Each additional 30 minutes on site, or part thereof: £50.00</p> <p>Outside normal working hours, i.e.:</p> <p>Monday – Friday: 8.01pm – 7.59am, Weekends & Bank Holidays Call out charge, once a year (no parts included), including travelling and first 30 minutes on site: £185.00 Each additional 30 minutes on site, or part thereof: £70.00</p>
Quotation 2	
Lifting Operations & Lifting Equipment (QLSC040)	<p>Monday – Friday: 8am – 5pm Call out charge, every once 6 months (no parts included) = £230.00</p>

RESOLVED: Accept quotation number 1 for the Service & Maintenance of the Rise Lift at Blaby Civic Centre.

It has been reported the carriage visual display is inoperative and requires a replacement. If carried out at the same time the service is completed the cost will be reduced from £490.00 + VAT to £435.00 + VAT to include the replacement parts and the annual service, this represents a total saving of £180.00.

RESOLVED: Accept the quotation to replace the faulty carriage visual display which is to be replaced at the same time as the lifts annual service.

S/P.131 7. TO CONSIDER PAT TESTING QUOTATIONS RECEIVED

All members have been issued with quotations received for portable appliance testing (PAT) at Blaby Civic Centre, Oakfield Park & the Cemetery in total there are approx. 95 items which need to be tested over the 3 sites.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Portable appliance testing & Microwave Leakage testing for up to 70 tests = £85.00 + VAT Portable appliance testing after 70 tests = £0.70 + VAT per item Approx. <u>£102.5 + VAT</u>	Cost to carry out the PAT testing. <u>£150.00 + VAT</u>	Awaiting Quotation.

RESOLVED: Accept quotation number 1 for the portable appliance testing at the Civic Centre, Oakfield Park and the Cemetery Workshop at a price of £102.50 + VAT.

S/P.132 8. TO CONSIDER ELECTRIC GATE ANNUAL INSPECTION QUOTATION

a) Service

Blaby Civic Centre electric gates are due for their annual service to maintain compliance with safety legislation at the cost of £115.00 + VAT.

RESOLVED: Accept the quotation received for the annual service of the electric gate situated at the Civic Centre priced at £115.00 + VAT.

b) Programming Unit

The programming unit which allows mobile numbers to be added and deleted from the system is faulty and needs to be replaced at a cost of £276.00 + VAT plus installation cost at £60.00 + VAT.

RESOLVED: Accept the quotation for a replacement programming unit to the electric gates and installation at a total cost of £336.00 + VAT.

S/P.133 9. TO CONSIDER AUTOMATIC DOORS SERVICE CONTRACT

All members have been issued with a quotation received from the suppliers of the Civic Centre automatic doors for the service contract and call out charges.

To ensure pedestrian automatic doors operate safely and remain reliable, the legislation requires doors to be regularly maintained. The standard requirement for servicing automatic doors is every 6 months for emergency doors, and at least annually for all other doors.

SERVICE CONTRACT

Quotation to service the automatic doors at the Civic Centre.

Charge Per Service excluding the cost of any parts that may be required	Service Frequency Please Tick		
	£160.00	Annually Every 12 Months	Six monthly Every 6 Months

CHARGES FOR CALLOUT AND MILEAGE

Quotation for call out charges and mileage to the automatic doors at the Civic Centre.

Charges for Call Out With NO Service Contract	
Call Out Charge (including first hour of labour)	£120.00
Additional Hour Labour	£44.00
Additional Emergency Callout Charge (after 4pm week days, weekend or bank holidays)	£110.00
Out of Hours Additional Hourly Labour Charge	£80.00
Charges for Call Out With Service Contract	
Reduced Call Out Charge (including first hour of labour)	£82.00
Reduced Additional Hour Labour	£32.00
Additional Emergency Callout Charge (after 4pm week days, weekend or bank holidays)	£60.00
Reduced Out of Hours Additional Hourly Labour Charge	£47.00

Call Out Charges For Mileage		
	No Service Contract	With Service Contract
Zone 2 < 50 Miles	£42.00	£20.00

RESOLVED: Accept the quotation received for the service contract of the automatic green doors priced at £160.00 + VAT service charge per 6 monthly visits, excluding the cost of any parts that may be required.

S/P.134 10. TO CONSIDER PHOTOCOPIER QUOTATION RECEIVED

Our Konica Minolta C284e colour photocopier's 3 year lease agreement is due to expire on the 10th September 2017.

It is reported our C284e has been relatively lightly used since it was installed in 2014 and it has been very reliable and an efficient machine.

Members considered whether to retain the machine at a reduced rental cost.

The supplier has guaranteed service for an additional 3 years at our current service cost per page and reduces our rental down from £412.46 per quarter to £205.00 per quarter.

There would be no change other than the reduction of the rental charge and the machine would still be covered under the service agreement.

RESOLVED: Accept a new 3 year lease agreement contract using the existing Konica Minolta C284e colour photocopier on a reduced rental cost of £205.00 per quarter.

S/P.135 11. TO REPORT UPDATE ON EMERGENCY LIGHT, FIRE ALARM & INTRUDER ALARM – ANNUAL INSPECTION

The interim fire alarm and emergency lights were checked on the 6th June 2017 with the following reported:-

- Replace the glass on the fire exit in the Oakfield Room.
- The front access control panel was checked and reset but it was extremely difficult to reset and a new one is recommended priced at £70.00 + VAT supply and installation.

DECLINE: Members declined to replace the front access control panel.

During May the fire alarm in the loft was activated, there was no fire but the sensor was activated due to the heat.

Stepladders are required for the attic area along with the consideration to boarding out the attic.

AGREED: Cllr Mr Willcox will investigate this matter and consider the action required.

S/P.136 12. TO REVIEW & CONSIDER COUNCIL GENERAL & EMPLOYMENT POLICIES

All members have been issued with copies of the Councils policies for review:-

a) General Policies

<u>POLICY NUMBER</u>	<u>REVIEW DATE</u>	<u>POLICY DESCRIPTION</u>
1	Aug 16	Health & Safety: Risk Assessment/Management
2	Aug 16	Email & Internet
3	Aug 16	Data Protection Act 1998
4	Aug 16	Equal Opportunities
5	Aug 16	Freedom of Information
6	Aug 16	Information available under the Model Publication Scheme
7	Aug 16	Complaints Handling
8	Aug 16	Health & Safety
9	Aug 16	Traveller Incursions
10	Aug 16	Cemetery – Safe Working Practice
11	Aug 16	Roles & Responsibilities
12	Aug 16	Children’s Playgrounds: Safety & Management
13	Aug 16	Child Protection & Vulnerable Adults
14	Aug 16	Monumental Safety
15	Aug 16	Procedure for Recording of Meetings
16	Aug16	Standard Costume Hire Terms & Conditions
17	Aug 16	Media

18	Adopted May 2017	Closed Circuit Television (CCTV) Management & Operation
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Members have been issued with a proposed updated version of the Data Protection Policy for their consideration.

b) Employment Policies

<u>POLICY NUMBER</u>	<u>REVIEW DATE</u>	<u>POLICY</u>
1	Aug 16	Employment Policy - Email
2	Aug 16	Employment Policy -Harassment/Discrimination Complaints Procedure
3	Aug 16	Employment Policy - Sickness Absence
4	Aug16	Employment Policy – Capability Procedure
5	Aug 16	Employment Policy – Workstations & Display Screen Equipment
6	Aug16	Employment Policy – Grievance Procedure
7	Aug 16	Employment Policy – Disciplinary Procedure
8	Aug16	Employment Policy – Whistle-Blowing
9	Aug 16	Employment Policy – Discretionary Policy
10	Aug 16	Employment Policy - Redundancy
11	Adopted Aug 16	Employment Policy – Violence & Aggression

Members have been issued with a proposed ‘Lone Working’ policy for their consideration.

AGREED: Add this item to the next Staff, Policy & Finance committee agenda for further consideration.

c) Powers / Functions Delegated to Committees

AGREED: Add this item to the next Staff, Policy & Finance committee agenda for further consideration.

d) Code of Conduct

AGREED: Add this item to the next Staff, Policy & Finance committee agenda for further consideration.

e) Financial Regulations

AGREED: Add this item to the next Staff, Policy & Finance committee agenda for further consideration.

f) Standing Orders

AGREED: Add this item to the next Staff, Policy & Finance committee agenda for further consideration.

S/P.137 13. TO CONSIDER COUNCIL INSURANCE

All members have been issued with a copy of the Councils insurance quotations.

Council Renewal

Our Council insurance policy is due for renewal on the 1st September 2017. Our existing insurance company has provided 3 leading insurers' quotations for consideration. Came & Company Local Council Insurance have based the renewal quotations on the sums insured (index-linked by 2%) and the covers detailed in the Council's current schedule of insurance.

Quotation 1	Quotation 2	Quotation 3
£5,951.09 inclusive of insurance premium tax	£6,611.39 inclusive of insurance premium tax	£6,559.92 inclusive of insurance premium

AGREED: Enquire if inflation is to be added to the 2nd & 3rd year of the agreement.

RESOLVED: Accept quotation number 1 for a 3-year binding agreement, where the annual premium will be reduced by a further 5%, giving a premium of £5,653.54, including insurance premium tax.

S/P.138 14. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY

a) CCTV

The CCTV situated at Oakfield Park has been installed and as per the original quotation there are a couple of additional items which need to be purchased to enable the remote access of this CCTV to work.

<u>Quotation 1</u>
Supply and install CCTV system.
<u>TOTAL = £1,165.96 + VAT</u>
Standard call out fee - £60.00 ph.
<u>Additional Items Required to Purchase:-</u>
<ul style="list-style-type: none"> • 1 x TP-Link 300Mbps Wireless N 4G LTE Router • 1 x Fixed IP Sim Card (these are priced around £25/£30 per month)

Wireless Router

Pro-route GEM420 M2M Dual SIM 4G Router priced at £189.00 + VAT.

RESOLVED: Accept the quotation to purchase a Pro-route GEM420 M2M Dual Sim 4G Router priced at £189.00 + VAT.

Fixed IP Sim Card

O2 – 5G Fixed IP Sim Card priced at £24.99 per month for a 12 month contract.

RESOLVED: Accept the quotation to purchase an O2 – 5G Fixed IP Sim Card for a 12 month period priced at £24.99 per month.

AGREED: Seek a quotation to install an additional camera which points to the security barrier at the car park entrance.

b) TO CONSIDER AUTOMATIC CAR PARK BARRIER

At a recent committee meeting member's considered quotations to install an automatic car park barrier for the Civic Centre car park, at the time it was put on hold until all of the meetings rooms were hired out, as the rooms are now all soon to be occupied members would like to consider this matter further.

AGREED: Seek quotations for an automatic car park barrier to be installed to the Civic Centre front car park entrance.

c) OFFICE FURNITURE

Due to the offices on the first floor of the Civic Centre being leased out we now have surplus office chairs.

AGREED: The manager is given authority to sell the surplus office chairs.

S/P.139 15. CHAIRMAN'S TIME

Thank you all for attending.

MEETING CLOSED: 8.45PM