

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held at Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7.00pm on Tuesday, 20th February 2018

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

S/P.164 1. APOLOGIES FOR ABSENCE

Apologies for absence are received from Mr Sheikh the reason for which is approved.

**S/P.165 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS
FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT –**
None.

S/P.166 3. TO REPORT UPDATE ON STAFF TRAINING & MEETINGS:-

a) Code of Conduct

The manager attended a Code of Conduct training course at LRALC on the 2nd November 2017.

The Code of Conduct discussions covered Member's conduct, standards and the requirements around declaration of interests.

b) Data Protection & Freedom of Information for Local Councils

The manager attended a Data Protection and Freedom of Information for Local Councils training session at LRALC on the 31st January 2018.

The course gave an insight into the issues and challenges clerks face in terms of meeting requirements of both pieces of legislation.

The Data Protection Act requires Councils to comply with a set of best practice standards. The Freedom of Information Act provides the public with greater transparency in the operation of "Public Authorities", which includes all Local Town & Parish Councils.

c) Effective Local Council Minutes

The Receptionist/Admin Clerk is attending an Effective Local Council Minutes training session at LRALC on the 27th February 2018.

The training session is designed to:-

- Provide answers to any current questions that the new/inexperienced officer may have on minute taking
- Give the opportunity to look at examples of decisions made, and allow the delegate to practice framing an effective minute, with group feedback during the session
- Through the above, engender confidence and competence in the individual attending

d) Granting, Exercising and Transferring Rights of Burials.

The manager and receptionist are due to attend a 'Granting, Exercising and Transferring Rights of Burials' training session at LRALC on the 26th April 2018.

The course focuses on granting, exercising and transferring rights of burial.

- Legal documents – Will, Grant of Probate and Letters of Administration, Transfer Forms, Statutory Declarations – Which one to use?
- Granting of Memorial Rights – consideration in light of memorial management issues.

e) Traffic Management for Community Events

All 5 members of staff will be attending a 5 hour accredited training course on Traffic Management for Community Events on the 16th March 2018; this training is being held at Blaby Civic Centre.

S/P.167 4. TO CONSIDER STAFFING MATTERS:-

a) Employees Pay

National Minimum Wage Rates

From April 2018 the National Minimum Wage will increase, the rates are reviewed yearly by the Government, who are advised by the independent body Low Pay Commission.

The main recommendation put forward by the Low Pay Commission concern the rates at which the Government have set the National Living Wage and the National Minimum Wage from April 2018.

The Low Pay Commission has recommended that:

- The National Minimum Wage (for workers aged 25 and over) should increase from £7.50 to £7.83.
- The rate for 21 – 24 year olds should increase from £7.05 to £7.38
- The rate for 18 – 20 year olds should increase from £5.60 to £5.90
- The rate for 16 – 17 year olds should increase from £4.05 to £4.20
- The apprentice rate (for apprentices aged under 19 or in the first year of their apprenticeship) should increase from £3.50 to £3.70

b) Events / Funding Co-ordinator

In August 2017 members of the Staff, Policy & Finance committee agreed to allow the Events / Funding Co-ordinator to increase her hours by 5 per week to assist with the Heritage Lottery application, as this project has now been decided not to continue the Events / Funding Co-ordinators hours were reduced back to her original hours of 20 per week as of the 1st February 2018.

c) To Consider Ill Health Insurance

Members considered a quotation received for ill health cover which currently the council does not have linked to the Councils pension scheme.

Leicestershire County Council Pensions department state that in essence, the whole thing is cost neutral as well as a risk remover, as a small premium will be paid to Legal and General for the cover, but then Leicestershire County Council gives a corresponding discount on our employer contribution. Taking out this insurance removes the risk of the Parish Council having someone obtain ill health, which is totally out of our control, and being landed with a large bill.

Calculating from the total pensionable salary roll for Blaby Parish Council the cost for ill health insurance is £1,101.13 per annum.

RESOLVED: Accept the quotation from Legal & General for ill health cover priced at £1,101.13 per annum.

S/P.168 5. TO RECEIVE MANAGERS REPORT

Loft Hatch & Ladders

Boarding and two new fire resistant loft hatches and ladders have been installed on the first floor of the civic centre at the front of the building.

First Floor Ceiling Damage

Since the damage on the first floor of the civic centre has appeared it has been brought to our attention that there is no access into the roof space at the rear of the civic centre as there is a brick wall separating the front and back loft areas.

AGREED: Add this item to the next Staff, Policy & Finance committee agenda for further consideration once clarification has been sourced regarding access from the acorn room and landing.

Paxton Door System

The annual maintenance of the Paxton door system has been carried out, a replacement door pad was required to be fitted in the Oakfield Room and the Acorn Room, the existing pads were still under warranty and have been replaced free of charge.

Directory Board

The second directory board has been fitted to the front rails of the civic centre; this board is for organisations who lease offices spaces at the Civic Centre to display their company logo.

Blaby Civic Centre - Decorating

The ground staff has been redecorating the Civic Centre which is now looking clean and refreshed.

S/P.169 6. TO CONSIDER DATA PROTECTION OFFICER

The Data Protection legislation is changing from the 25th May 2018.

Members have been issued with a copy of the Legal Topic Note L10-17 – Data Protection Officer produced by National Association of Local Councils (NALC) which gives information on:-

- The Data Protection Officer’s responsibilities
- The person appointed as the Data Protection Officer
- Can clerks or Responsible Finance Officer’s be Data Protection Officers?

Based on the 21st December 2017 drafting of General Data Protection Regulation (GDPR) it is NALC’s view that most Clerks cannot be designated as a Council Data Protection Officer, this is because although they may satisfy some requirements of the job, they will not satisfy all of them which are summarised below:-

- An absence of conflicts of interests;
- Independence;
- Expert knowledge of data protection law and practices and related professional ethics to effectively advise and influence full council;
- Adequate time to perform Data Protection Officer role

NALC are looking to set up a sector led data protection and cybersecurity body to help develop support for the sector including potentially a sector led Data Protection Officer service.

AGREED: Monitor this situation and once clarification has been received from LRALC/NALC members are to consider whether to appoint the LRALC or a member of the Parish Council staff to be the Councils Data Protection Officer.

S/P.170 7. TO CONSIDER GENERAL POLICY 20 – VOLUNTEERS

At the last Staff, Policy & Finance committee meeting members wished for the volunteer’s policy to be added to this agenda for further consideration, 2 policies have been issued for members consideration.

AGREED: Adopt the proposed version of the General Policy No. 20 – Volunteer Policy.

S/P.171 8. TO CONSIDER CONTRACT FOR MAINTENANCE OF FIRE EXTINGUISHERS

All members have been issued with quotations for the installation & maintenance of fire extinguishers at the following locations:-

- Oakfield Park
- Cemetery Chapel
- Blaby Parish Council

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
<p>To supply, commission and install the following:</p> <p><u>Site – Oakfield Park</u> 2 x 6ltr Foam Extinguisher 2 x 2kg CO2 Extinguisher</p>	<p>Recommend the following:</p> <p><u>Sports Field Changing Room / Community Room</u> 1 x Water</p>	<p>For all sites:</p> <p><u>Change Rooms</u> The cost to supply you with 2 x 6 Litre Foam Extinguishers and 2 x 2 Kg</p>

<p>(One of these CO2's replaces an existing powder extinguisher which is out of date 4 x Extinguisher ID Signs 1 x Fire Blanket 1 x Foam Extinguisher Extended Service 2 x Fire Exit Signs <u>Sub Total: £267.00</u></p> <p><u>Site: Chapel</u> 1 x Attendance Fee 2 x Basic Extinguisher Service 1 x Foam Extinguisher Extended Service 1 x 6Kg Powder Extinguisher <u>Sub Total: £103.00</u></p> <p><u>Site: Blaby Parish Council</u> 1 x Attendance Fee 5 x Basic Extinguisher Service 2 x Foam Extinguisher Extended Service 1 x 2kg CO2 (This replaces the 6Kg Powder Extinguisher which is out of date) 1 x Fire Blanket Inspection 1 x Extinguisher ID Sign <u>Sub Total: £153.25</u></p> <p><u>Total cost for all 3 Sites: £523.25</u></p>	<p>1 x Carbon Dioxide 2 x Signs 2 x Fixings <u>Total £130.60 + VAT</u></p> <p><u>Store Room</u> 1 x Foam 1 x Dry Powder 1 x Carbon Dioxide <u>Total £187.90 + VAT</u></p> <p><u>Above Total £318.50+VAT</u></p> <p>Service of extinguishers Civic Centre approx. 5 <u>£42.50 + VAT</u></p> <p>Cemetery in the workshop 4 <u>£34.00 + VAT</u> All spares are included in this service</p> <p><u>Total for all £395.00 + VAT</u></p>	<p>CO2 Extinguishers for the new changing rooms and service the 6 fire extinguishers on site will be <u>Total £290.00 + VAT</u></p> <p><u>Civic Centre</u> Service of fire extinguishers <u>Total £65.00 + VAT</u></p> <p><u>Cemetery</u> Service of fire extinguishers <u>Total £45.00 + VAT</u></p> <p><u>Total all 3 sites: £480.00 (No site visit)</u></p>
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RESOLVED: Accept quotation number 2 for the supply and maintenance of fire extinguishers at Blaby Civic Centre, Cemetery and Oakfield Park with the following amendments:-

Suggested Items - Sports Field Changing Room / Community Room

1 x Water, 1 x Carbon Dioxide, 2 x Signs & 2 x Fixings

Total £130.60 + VAT

Approved Items - Sports Field Changing Room / Community Room

1 x Foam (Community Room), 2 x Carbon Dioxide, 2 x Signs & 2 x Fixings

Total £130.60 + VAT – Revised price with changes d

Approved Items - Store Room

1 x Foam, 1 x Dry Powder & 1 x Carbon Dioxide

Total £187.90 + VAT

Service of 5 extinguishers at Blaby Civic Centre = **£42.50 + VAT**

Service of 4 extinguishers in the Cemetery workshop = **£34.00 + VAT**

All spares are included in this service

S/P.172 9. TO CONSIDER QUOTATIONS RECEIVED FOR EMERGENCY LIGHTS, INTRUDER ALARM & FIRE ALARM CHECKS

a) Fire Alarm & Emergency Lighting

All members have been issued with quotations for the annual maintenance of emergency lights & fire alarm at Blaby Civic Centre:-

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
<p><u>FIRE ALARM</u> For both items two service / preventative maintenance visits per year.</p> <p>Includes one FOC callout to the fire alarm system if needed within the year.</p> <p>Parts for the fire alarm system including back-up batteries not included in the service cost. <u>£180.00 + VAT annually</u></p> <p><u>EMERGENCY LIGHTING</u> One 3 hour discharge test once a year.</p> <p>One 1 hour discharge test once a year.</p> <p>Parts for the emergency lighting including batteries not included in the service costs. <u>£95.00 + VAT annually</u></p> <p><u>Total - £275.00 + VAT Annually</u></p>	<p><u>FIRE ALARM & EMERGENCY LIGHTING</u></p> <p>One service per year for fire alarm and emergency lighting</p> <p><u>Total - £180.00 + VAT</u></p>	<p><u>FIRE ALARM</u> One service per year <u>£125.00 + VAT</u></p> <p><u>EMERGENCY LIGHTING</u> Tested and certified twice a year <u>£180.00 + VAT</u></p> <p><u>Total - £305.00 + VAT</u></p>

RESOLVED: Accept quotation number 2 for the annual maintenance of the Civic Centre emergency lights and fire alarm priced at £180.00 + VAT.

b) Intruder Alarm

All members have been issued with quotations for the annual maintenance of the intruder alarm at Blaby Civic Centre:-

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
<p><u>INTRUDER ALARM</u> One service / preventative maintenance visit per year. Includes one FOC callout to the alarm system if needed within the year. Parts for the alarm system including back-up batteries and wireless device batteries will not be included in the service cost. <u>£97.50 + VAT annually</u></p>	<p><u>INTRUDER ALARM</u> Two visit per year for service on intruder alarm <u>£170.00 +VAT annually</u></p>	<p><u>INTRUDER ALARM</u> Annual service for intruder alarm <u>£90.00 + VAT</u></p>

RESOLVED: Accept quotation number 3 for the annual maintenance of the Civic Centre intruder alarm priced at £90.00 + VAT.

S/P.173 10. TO REPORT UPDATE ON OFFICES TO LET AT BLABY CIVIC CENTRE

Leased Offices

All 5 offices at Blaby Civic Centre are occupied by the following organisations:-

- Ground Floor
 - Oakfield Room – De Carle Physiotherapist
- First Floor
 - Snowy Room – Rockstar Marketing Group
 - Grey Room – Kennect Recruitment
 - Tawny Room – Reflections Therapy Alliance
 - Hawk Room - Community Dental Services

S/P.174 11. TO CONSIDER CIVIC CENTRE BOOKING FORM

Members considered the hourly room hire fees for the following meeting rooms, these fees were last considered in February 2017 where no changes were made to the hourly hire fees:-

- Northfield Room (Ground Floor) – Up to 8 people = £8 + VAT per hour
- Acorn Room (First Floor) – Up to 50 people - £15 + VAT per hour

RESOLVED: No changes are to be made to the room hire hourly rate.

Buffet

Members are informed the buffet supplier has increased their fees.

RESOLVED: As of immediate effect the following buffet fees are to applied:-

- Menu A - increase from £5.50 per head to £6.00 per head
- Menu B - increased from £6.50 per head to £7.00 per head

Booking Form

AGREED: No changes are to be made to the room hire booking form.

S/P.175 12. THE CONSIDER CIVIC CENTRE SECURITY BARRIER

At the last Staff, Policy & Finance committee meeting members considered quotations for the supply and installation of a security barrier for the Civic Centre front car park, these were declined and the situation of unauthorised parking was to be monitored.

The manager reported due to all of the first floor offices being occupied these tenants now use the front car parking spaces which has reduced unauthorised parking.

S/P.176 13. CORRESPONDENCE:-

a) Citizens Advice Leicestershire - Letter of Thanks

Members have been issued with a letter of thanks from the Citizens Advice Leicestershire where they currently use the Northfield Room every Monday, 1pm – 5pm:-

“Thank you for your kind donation for the Citizens Advice to continue to use the meeting room at Blaby Civic Centre. This will continue to provide a valued service to the residents of Blaby village. Your grant is greatly appreciated”.

S/P.177 14. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY

a) Health & Safety Compliance Quotation

Members have been issued with correspondence and a quotation for health & safety support.

A lengthy discussion was held and members would like further quotations to be considered.

AGREED: Seek further quotations for health & safety support and add this item to the next staff, policy & finance committee agenda for further consideration.

S/P.178 15. CHAIRMAN’S TIME

Thank you all for attending.

MEETING CLOSED: 8.17PM