

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held at Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7.00pm on Tuesday, 2nd August 2016

PRESENT: Mr G Willcox (Chairman),
Mrs M Broomhead, Mr B Fear, Mr G Harding, Mr M Sheikh & Mrs V Jepson (Manager).

S/P.066 1. APOLOGIES FOR ABSENCE

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

S/P.067 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT –

None.

S/P.068 3. 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 BPC43).

a) Events / Admin Clerk

The events / admin vacancy has been offered to the successful candidate who will be joining the Parish Council on Tuesday, 30th August 2016.

b) Blaby Civic Centre – Caretaker & Office Cleaner

Members are updated about the key holder and office cleaner's progress.

AGREED: The report is noted.

c) To Consider Additional Hours of Work & Pay

Summer Fun Day

The summer fun day event took place on Saturday, 25th June.

RESOLVED: All staff who worked at this event is to be paid overtime as per their contract of employment.

Christmas Events

The council's two Christmas events have been arranged for Friday, 25th November and Friday, 23rd December.

RESOLVED: All staff working on these days are to be paid overtime as per their contract of employment.

Room Hire Meetings

RESOLVED: All staff working additional hours due to outside organisations hiring meeting rooms is to be paid overtime as per their contract of employment.

S/P.069 4. TO CONSIDER SALARY BANDING SCALES

Previously members discussed salaries and felt job roles should be evaluated.

RESOLVED: The manager and receptionist are to have their jobs evaluated by Leicestershire & Rutland Association of Local Councils at a cost of £90.00 per person.

AGREED: The manager is to arrange a meeting for Cllr. Mr Willcox & Cllr. Mr Fear to meet with Mr Atkinson, Chief Officer of Leicestershire & Rutland Association of Local Councils for him to give them an understanding of the job evaluation process in order that they can assist the Council in its consideration of the formal evaluation report at the appropriate time.

AGREED: This item is to be added to the next Staff, Policy & Finance committee agenda for further consideration.

S/P.070 5. TO CONSIDER & REVIEW ANNUAL STAFF APPRAISALS

All members have been issued with a copy of the staff appraisals which were completed in March 2016 – Noted.

Members feel if there are any issues these are immediately brought to the attention of the manager or the Chairman of the Staff, Policy & Finance committee and they are dealt with accordingly.

AGREED: No staff appraisals are to be completed.

S/P.071 6. TO CONSIDER EMPLOYEES PAY AND CONDITION OF WORKING

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

AGREED: Add this item to the next Staff, Policy and Finance committee agenda for further discussion once the manager and receptionist's job evaluations have been completed.

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

S/P.072 7. TO CONSIDER AUDIO EQUIPMENT

All members have been issued with quotations for audio equipment which is required for the recording of meetings.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Phillips Voice Tracer LFH 0898 Digital Voice Recorder	Phillips Pocket Memo LFH9600 Digital Voice Records	Audio Visual
<ul style="list-style-type: none"> • Portable • PC Connection • Dictation Machine • Voice Activation • MP3 Encoding 	<ul style="list-style-type: none"> • Voice Recorder 	<ul style="list-style-type: none"> • Audio Recorder • Soundcraft kit • Rack system • Ceiling microphone • Cable and Connectors
<u>£240.00 + £2.00 delivery</u>	<u>£400.00 + £4.45 delivery</u>	<u>£1,570.00 + VAT £314.00</u> <u>= £1.884.00</u>

RESOLVED: Accept quotation number 1 for the purchase of audio equipment priced at £240.00 + delivery.

S/P.073 8. TO CONSIDER LIFT SERVICE AGREEMENT QUOTATIONS

Members have been issued with a quotation (QSC686) in respect of a 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 or Lifting Operations & Lifting Equipment.

S/P.074 9. TO CONSIDER PAT TESTING QUOTATIONS

All members have been issued with quotations received for PAT testing at Blaby Civic Centre & the Cemetery.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Portable appliance testing for up to 85 tests = £85.00 + VAT Portable appliance testing after 85 tests = £0.70 + VAT per item Approx. <u>£85.00 + VAT</u>	Due to the amount of appliances we require testing and that they are at 2 sites it is proposed to carry out the works on an hourly rate + cost of any parts supplied as found necessary. It is estimated that it would take approx. 7-8 hours to carry out the testing at an hourly rate	Awaiting Quotation.

	<p>of £25 + vat</p> <p>If found necessary to replace any plugs /fuses etc. there would be an additional charge</p> <p>We would provide an appliance register and test certificate upon completion</p> <p>Estimated costs is approx. £200.00 + VAT</p>	
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RESOLVED: Accept quotation number 1 for the portable appliance testing at the Civic Centre and Cemetery Workshop at a total price of £85.00 + VAT.

S/P.075 10. TO CONSIDER QUOTATIONS RECEIVED:-

a) Civic Centre Kitchen Roof

<u>Quotation 1</u>	<u>Quotation 2</u>
<p>Quotation for the kitchen and toilet roofs at the civic centre.</p> <p>List of works •</p> <ul style="list-style-type: none"> •The erection of a single story scaffold •The removal of all old roof tiles, timber battens and old felt •New breathable membrane along with new timber battens and roof tiles • Check all lead flashings and dress down onto new tiles • Removal of all old materials from site. <p>£5,500.00+VAT</p>	<p>a) Work/kitchen and toilet block to rear of property. Approximately 17 x 13 feet and 24 x 8 feet.</p> <p>Strip existing tiles/batten and felt and replacing with new tiles/batten and felt, redress existing lead cover flashing, rebed and repoint gable tiles. Additional work clean site & debris.</p> <p>£2,895.00</p> <p>b) Work/lean to roof at rear of property approximately 17 x 13 feet strip existing tiles/batten and felt and replacing with new tiles/batten and felt, redress existing lead cover flashing rebed and repoint gable tiles. Additional work, repair toilet block roof, with original tiles from above mentioned roof, clean site of debris.</p> <p>£1,375.00</p>

RESOLVED: Accept quotation number 2a for work to be carried out to the kitchen and toilet block roof priced at £2,895.00.

AGREED: The manager is given delegated powers to accept the above quotation and funds are to be taken from Blaby Civic Centre Earmarked Reserved.

c) Civic Centre Decorating

<u>Quotation 1</u>	<u>Quotation 2</u>
Decorating to ladies toilets and wall in the hall way. Seal damp walls, sand and prepare wall and ceiling areas, emulsion 2 coats to above areas. Undercoat and gloss woodwork to toilets. £250.00 + VAT	Quotation for ladies toilet, Northfield room and hall way. Ladies toilet:- Remove flaking & loose materials, fill as required, paint with stabilising solution and stain block, re-paint wall. Northfield Room & Hall Way:- Paint with stain block and paint to original colour. Labour & Materials. £147.00

RESOLVED: Accept quotation number 2 for decorating works to be carried out at the Civic Centre priced at £147.00.

AGREED: Work is to be carried out after the new roof has been completed and the walls have dried out.

AGREED: If necessary hire a humidifier to dry out the walls in the ladies downstairs toilet.

AGREED: Seek quotations for damp proofing / cavity wall insulation at the Civic Centre.

d) Front Bay Window Wall Re-Render.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Re-rendering of the bay window at the civic centre. Price include materials and labour £350.00 (with no VAT element)	Work / remove existing render below front right hand bay window, replace trims and render, clean site of debris. £290.00 (with no VAT element)	Awaiting Quotation

RESOLVED: Accept quotation number 2 for the rendering of the front wall at Blaby Civic Centre priced at £290.00.

S/P.076 11. TO REPORT UPDATE ON CIVIC CENTRE MEETING ROOMS

a) Office to Let Banners

An 'Office to Let' banner has been purchased which is now erected on the front railings of the Civic Centre.

Quotations were as follows:-

<u>Quotation 1</u>	<u>Quotation 2</u>
PVC Banner 240cm x 91cm White banner black writing “Offices to let apply within Or call 0116 2784728” <u>£63.00 + VAT & delivery</u>	Banner 244cm x 76cm White banner black writing “Offices to let apply within Or call 0116 2784728” <u>£50.09 + VAT & delivery</u>

RESOLVED: Quotation number 2 was accepted for the ‘Office to Let’ banner priced at £50.09 + VAT and delivery.

b) Estate Agent Fees

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
The office would be marketed as follows: Acorn £1,000 pcm Tawny £450 pcm Snowy £650 pcm Grey £450 pcm Fees would be based on 10% + VAT of the annual rent achieved plus disbursements.	The office would be marketed as follows: Acorn £1,000 pcm Tawny £450 pcm Snowy £650 pcm Grey £450 pcm Fees on successful tenant find and hand over will be 7% of the annual rent. Our contract will be for a minimum of 16 weeks as sole marketing agent – at the end of the contract if no tenant is found and the contract is terminated you will be liable to pay a marketing fee of £350	The office would be marketed as follows: Acorn £1,000 pcm Tawny £450 pcm Snowy £650 pcm Grey £450 pcm Fees would be one month’s rental plus VAT. There is also a set up cost of £150 plus VAT for preparing the marketing details.

RESOLVED: Accept quotation number 2 to appoint an estate agent to advertise the vacant offices at Blaby Civic Centre priced at 7% of the annual rent and a fee of £350.00 if the contract is terminated by the Council.

S/P.077 12. TO REPORT UPDATE ON THE COUNCILS WEBSITE

As members are aware our current website which is hosted on a server provided by Leicestershire County Council has reached end of life and is scheduled to be switched off on 31st August 2016 at which time our old website will no longer be available and all content will be lost.

A quotation of £180.00 + VAT has been received from our IT consultant to backup and transfer the parish councils existing website including any changes necessary for the in-house server to continue with its role as an email server but when the IT consultant came to look at transferring this data he was unable to do so.

Over the last few weeks the manager and receptionist have been setting up the new website which must be ready before the closure on the 31st August 2016.

The manager and receptionist are thanked for their hard work in setting up the new website.

S/P.078 13. TO 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	Sept 15	Health & Safety: Risk Assessment/Management
2	Sept 15	Email & Internet
3	Sept 15	Data Protection Act 1998
4	Sept 15	Equal Opportunities
5	Sept 15	Freedom of Information
6	Sept 15	Information available under the Model Publication Scheme
7	Sept 15	Complaints Handling
8	Sept 15	Health & Safety
9	Sept 15	Traveller Incursions
10	Sept 15	Cemetery – Safe Working Practice
11	Sept 15	Roles & Responsibilities
12	Sept 15	Children’s Playgrounds: Safety & Management
13	Sept 15	Child Protection & Vulnerable Adults
14	Sept 15	Monumental Safety
15	Sept 15	Procedure for Recording of Meetings
16	April 16	Standard Costume Hire Terms & Conditions

AGREED: No amendments are to be made to any of the general policies 1 to 16.

The following quotations have been received for Disclosure and Barring Service (DBS) checks to be carried out on all members of staff and councillors:-

Our records show all members of staff require their Disclosure and Barring Service (DBS) to be updated.

Quotation 1	Quotation 2
£62.00 for a paid employee £18.00 for a volunteer.	Members of staff & volunteers = £10.00 admin fee per applicant. £26.00 for a paid employee having a standard check or £44.00 for an enhanced check Volunteers = free of charge.

AGREED: All staff is to be Disclosure and Barring Service (DBS) checked every 3 years as per the councils general policy number 13 – Child Protection and Vulnerable Adults.

RESOLVED: Accept quotation number 2 for all members of staff to complete a standard Disclosure and Barring Service (DBS) form priced at £26.00 plus a £10.00 admin fee per employee.

b) Employment Policies

<u>POLICY NUMBER</u>	<u>REVIEW DATE</u>	<u>POLICY</u>
1	Sept 15	Employment Policy - Email
2	Sept 15	Employment Policy -Harassment/Discrimination Complaints Procedure
3	Sept 15	Employment Policy - Sickness Absence
4	Sept 15	Employment Policy – Capability Procedure
5	Sept 15	Employment Policy – Workstations & Display Screen Equipment
6	Sept 15	Employment Policy – Grievance Procedure
7	Sept 15	Employment Policy – Disciplinary Procedure
8	Sept 15	Employment Policy – Whistle-Blowing
9	Sept 15	Employment Policy – Discretionary Policy
10	Sept 15	Employment Policy - Redundancy

AGREED: No amendments are to be made to any of the employment policies 1 to 10.

Policy 11 – Violence & Aggression

All members have been issued with a copy of the proposed Employment Policy – Violence & Aggression for consideration.

AGREED: Adopt employment policy number 11 – Violence & Aggression.

c) Powers / Functions Delegated to Committees

AGREED: Amend the Planning committee details as it states the committee meet twice monthly but they only meet monthly.

d) Code of Conduct

AGREED: No amendments are to be made to the Code of Conduct.

e) Financial Regulations

AGREED: No amendments are to be made to the Financial Regulations.

f) Standing Orders

Item number 28 – Relations with the press/media.

All members have been issued with a copy of a proposed General Policy – Media Policy for consideration.

AGREED: Adopt general policy number 17 – Media Policy.

S/P.079 14. TO CONSIDER THE COUNCILS INSURANCE RENEWAL FEES

a) Council Insurance

All members have been issued with a copy of the Councils insurance quotation for the coming year priced at £7,359.36. We are currently in a long-term agreement which is due to expire on the 31st August 2017.

This council insurance quotation is based on a copy of the most up to date assets register approved during the year by each committee.

RESOLVED: Accept the quotation received from the Councils insurance company for £7,359.36 for cover from 1st September 2016 – 31st August 2017.

b) Vehicle Insurance

All members have been issued with a copy of the Councils vehicle insurance quotation for the coming year priced at £821.25.

RESOLVED: Accept the quotation received for the Councils vehicle insurance for £821.25 for cover from 1st September 2016 – 31st August 2017.

S/P.080 15. TO CONSIDER THE COUNCILS ASSETS REGISTER

All members considered the contents of the Staff, Policy & Finance committee asset register.

AGREED: As this is a working document the manager has authority to make any amendments required during the year and submit it to the council's insurance company when necessary.

S/P.081 16. TO CONSIDER GRANT APPLICATIONS:-

a) Blaby & Glen Parva Community Service

A grant request along with the most recent audited accounts has been received from Blaby & Glen Parva Community Service.

Members considered this request against the councils grant application criteria checklist and approved a grant.

RECOMMENDATION TO COUNCIL: Members approved a grant for Blaby & Glen Parva Community Service. The grant amount is to be agreed once funds have been confirmed at the next full council meeting.

S/P.082 17. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY

a) Oakfield Room – Physiotherapist Clinic

Correspondence has been received from Ms De Carle, Physiotherapist with regards to taking over the lease of the Oakfield Room for her practice.

Members considered the correspondence and a vote was taken as to whether the room should be leased out as a physiotherapist practice.

RESOLVED: Ms De Carle is to occupy the Oakfield Room for her Physiotherapist clinic. A takeover date is to be confirmed with the manager and a bond is required to be paid.

S/P.083 18. CHAIRMAN'S TIME.

Thank you all for attending.

MEETING CLOSED: 8.28PM