

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held at Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7.00pm on Tuesday, 5th March 2019

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

S/P.225 1. APOLOGIES FOR ABSENCE

Apologies for absence are received from Mr Harbot & Mr Akroyd the reasons for which are approved.

S/P.226 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT – None.

S/P.227 3. TO CONSIDER AND REPORT UPDATE ON BLABY CIVIC CENTRE MEETING ROOMS, OFFICES AND FEES.

a) Leased Offices

Members are informed about the outstanding lease agreements for the tenants occupying office space at the Civic Centre.

The occupier of the Oakfield Room made a report to the committee about her current lease agreement and the option to relocate to the Hawk Room.

RESOLVED: De Carle Physiotherapist is to relocate from the Oakfield Room on the ground floor of the Civic Centre to the Hawk Room which is situated on the first floor of the Civic Centre as of the 1st April 2019 to the 31st September 2019, the rent for the Hawk Room is £550.00 + VAT per calendar month.

b) Community Group Hire

Members considered correspondence received from a charity organisation called Bosom Babies. Who would like to request the use of a meeting room free of charge 2 hours per week.

RESOLVED: Offer the use of the Oaks Community Room to Bosom Babies free of charge for 2 hours per week for a 6 month trial period.

c) Room Hire Fees

Members considered the hourly room hire fees for the Northfield and Acorn Rooms.

RESOLVED: Increase the hourly room hire fees to the following as of the 1st April 2019:-

- Northfield Room (Ground Floor) – Up to 8 people = £10 + VAT per hour
- Acorn Room (First Floor) – Up to 50 people - £18 + VAT per hour

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 BPC48).

S/P.228 4. TO CONSIDER STAFFING MATTERS

All members have been issued with a report regarding the following matters:-

a) Events / Funding Clerk

On Friday, 15th February the Events / Funding clerk handed in her resignation. Her contract of employment states she is to give 1 months' notice which means she leaves on Friday, 15th March 2019.

AGREED: Cllr Mr Harding, Cllr Mrs Broomhead and the manager are to meet on Thursday, 7th March to prepare a job advertisement and arrange interview dates.

b) Mr Allen Upton

Members considered Mr Upton's hours of work.

AGREED: The report regarding Mr Upton's hours or work is noted.

c) Weekend Caretaker

Members considered the role of the weekend caretaker's.

AGREED: The report regarding the weekend caretaker's role is noted.

d) Weekend Litter Picker

Members considered the role of the weekend litter picker's.

AGREED: The report regarding the weekend litter picker's role is noted.

e) Oakfield Park Barrier Gate

Members considered the role of the Oakfield Park barrier gate keeper.

AGREED: The report regarding the Oakfield Park barrier gate keeper is noted.

f) Litter Picking in Blaby

Recently there have been reports about the amount of litter around Blaby; we have 5 volunteer litter pickers at present.

Members felt additional hours could be offered to either our part time grounds man or our weekend caretaker to solely do litter picking around Blaby, a schedule of works is to be issued which will be on a rolling street cycle for the member of staff to work to.

RESOLVED: Offer 5 hours a week litter picking to either the part time grounds man or the weekend caretaker, this could be split between them both if required.

g) Floral Displays

This year's floral displays are due to be delivered at the end of May and will stay in situ until the end of September. The ground staff will water them twice a week as per the last three years.

RESOLVED: Two ground staff are to start work at 7am two days a week and will be paid overtime as per their contract states for the extra hours worked.

h) Events

Events currently planned are the Summer Funday which is being held on Saturday, 29th June and the Christmas Lights Switch on, Friday, 29th November.

RESOLVED: All staff working on these events is to be paid overtime as per their contract of employment states.

S/P.228 5. TO RECEIVE & CONSIDER JOB EVALUATION REPORTS

During December 2018 job evaluations were carried out for the following job roles:-

- Senior Groundsman
- Full Time Groundsman
- Part Time Groundsman
- Part Time Admin Clerk

AGREED: Members considered the job evaluations and the reports are noted.

S/P.229 6. TO CONSIDER EMPLOYEES PAY

Members considered employees pay for 2019/20.

RESOLVED: All members of staff are awarded the National Living Wage pay increase as of 1st April 2019 and the report is noted.

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

S/P.230 7. TO RECEIVE & CONSIDER ELECTRICAL INSTALLATION REPORT

All members have been issued with a copy of the Electrical Installation (EICR) report which was carried out in November for Blaby Civic Centre, Northfield Park & the Cemetery.

With the report, quotations have also been submitted for the works recommended to be carried out priced at:-

- Cemetery - £555.00 + VAT
- Northfield Park - £330.00 + VAT
- Blaby Civic Centre - £335.00 + VAT

RESOLVED: Accept the quotations received for the recommended work required at a total fee of £1,220.00 + VAT.

S/P.231 8. TO REPORT UPDATE ON HEALTH & SAFETY SUPPORT DOCUMENTS

At previous Staff, Policy & Finance committee meetings members were issued with a draft copy of the Health & Safety Policy & the Company Health & Safety Handbook which were supplied by the councils Health & Safety support company.

Members felt the documents needed to be amended to be more council relevant rather than business related, a further addition has now been submitted for member's consideration.

AGREED: Adopt the following documents:-

- **Health & Safety Policy**

AGREED: Issue a copy of the Health & Safety Policy document to all members of staff.

- **Health & Safety Handbook**

AGREED: Issue a copy of the Health & Safety Handbook document to all members of staff

- **Health & Safety Action Plan**

All members have been issued with a revised health & safety action plan. It was previously queried about the workplace window restriction in the Acorn room as H & S were unable to access the room at the time of their visit. Members are happy that there are no problems with the window restrictions in the Acorn Room.

S/P.233 9. TO CONSIDER QUOTATIONS RECEIVED FOR EMPLOYMENT LAW

Members considered the following employment law quotations received:-

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Employment Law	Employment Law	Employment Law
<p><u>£124.63 + VAT</u> <u>Per month</u> This contract would run to the same time scale as our H & S support which has 49 months remaining from April 2019</p>	<p><u>£100.00 + VAT</u> <u>per month</u></p>	<p><u>£122.00 + VAT per month</u> Three year contract</p>

RESOLVED: Accept quotation number three for employment law support based on a 3 year contract priced at £122.00 + VAT per month.

S/P.234 10. TO CONSIDER QUOTATION RECEIVED FOR BLABY CIVIC CENTRE FIRE ALARM CHECK

Our 6 month annual emergency lights and fire alarm maintenance service is due to be carried out at the Civic Centre priced at £180.00 + VAT.

RESOLVED: Accept the quotation received for the 6 month annual emergency light and fire alarm check at Blaby Civic Centre priced at £180.00 + VAT.

S/P.235 11. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA

a) Website Annual Renewal

The Parish Council's annual website renewal is due priced at £400.00 + VAT this covers the website hosting, support and annual license to 11th May 2020 the domain renewal is also due for renewal priced at £35.00 + VAT.

Members wished to refresh the website by changing it from a 'classic' style to a 'modern' style at a fee of £100.00 + VAT.

RESOLVED: Accept the quotation received for the website annual renewal priced at £400.00 + VAT, the domain renewal fee priced at £35.00 + VAT and the upgrade from a 'classic' style to a 'modern' style template priced at £100.00 + VAT.

S/P.236 12. CHAIRMAN'S TIME

Thank you all for attending.

MEETING CLOSED: 8.48PM