

**MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE**  
**held at Blaby Civic Centre, 22-24 Leicester Road, Blaby**  
**at 7.00pm on Tuesday, 6<sup>th</sup> November 2018**

**PRESENT:** Mr G Willcox (Chairman),  
Mrs M Broomhead, Mr M Harbot, Mr G Harding, Mr M Sheikh, Mr P Servadei &  
Mrs V Jepson (Manager).

**S/P.209      1. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Mrs Skeemer the reason for which is approved.

**S/P.210      2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT – None.**

**S/P.211      3. TO CONSIDER JOB EVALUATION QUOTATIONS**

Members considered the quotation received to appoint an organisation to carry out job evaluations for the following roles:-

- Senior Full Time Groundsman
- Full Time Groundsman
- Part Time Groundsman
- Part Time Admin Clerk (Events & Funding)

Quotation 1	Quotation 2
Talk to the 4 members of staff to establish how they operate, as well as the manager, and then conduct a desk top analysis using their job descriptions.	Awaiting Quotation
<b>Total Cost - £300.00 + VAT</b>	

**RESOLVED:** Accept quotation number 1 to carry out 4 x job evaluations at a total cost of £300.00 + VAT.

**S/P.212      4. TO CONSIDER CHRISTMAS WORKING HOURS**

The office & ground staff will be on annual leave from 5pm, Monday, 24th December 2018 until Wednesday, 2nd January 2019.

**AGREED:** The weekend Litter-Picker and W.C. Caretaker's working hours during the Christmas period are as follows:-

- Thursday, 27th December 2018
- Friday, 28th December 2018
- Saturday, 29th December 2018
- Sunday, 30th December 2018
- Monday, 31st December 2018

**AGREED:** The following dates are when the Council's toilets and parks will be un-worked during the festive season:-

- Tuesday, 25th December 2018
- Wednesday, 26th December 2018
- Tuesday, 1st January 2019

**AGREED:-** The security gate at Oakfield Park will remain open during the Christmas holidays from Monday, 24<sup>th</sup> December 2018 until the evening of Wednesday, 2<sup>nd</sup> January 2019 due to annual holidays.

**S.P/213      5. TO CONSIDER LCC SNOW WARDEN SCHEME.**

Members have been issued with correspondence received from Leicestershire County Council with regards to them launching the snow warden scheme.

The snow warden scheme is primarily intended to provide local treatment of key footways during periods of prolonged snow and ice.

**DECLINED:** Members declined Leicestershire County Councils request to take part in this year's volunteer snow warden scheme.

**S/P.214      6. TO REVIEW THE COUNCILS LEVEL OF INSURANCE – FIDELITY GUARANTEE**

Members considered the Councils fidelity guarantee. The Council's Fidelity Guarantee covers all members and employees against fraud or error and it is currently set at £300,000.00.

The figure is based upon the following calculation: -

Half the total Precept 2018/19	£149,083 (£298,167)
Council Reserves	<u>£128,826</u> (End March 2018).
	<b>£277,909</b>

**RESOLVED:** The Fidelity Guarantee Limit is to remain at £300,000.

**S/P.215      7. TO RECEIVE & CONSIDER HEALTH & SAFETY DOCUMENTS & POLICIES:-**

All members have been issued with a revised draft copy of the Health & Safety Policy & Health & Safety Handbook which is supplied by the councils Health & Safety support company.

**a) Health & Safety Policy**

A revised copy of the Health & Safety Policy document has been submitted for member's consideration it is confirmed the policy has been tailored to cover the significant health & safety legislation and issues relating to our Council.

**DECLINE:** Members are still not happy with the revised Health & Safety Policy document and would like to make the following amendments:-

- Council - Change Company to Council

**4. Health & Safety Responsibilities**

- Change Board to Councillors
- Add in 'Provide adequate insurance cover'

**6. Arrangements - Health Surveillance**

- Frequency of Health Surveillance – Blaby Parish Council does not have an occupational health nurse so this needs to be removed
- Remove - Audiometric Testing – as Blaby Parish Council does not do audiometric testing

**AGREED:** Where there are any other pre-appointment procedures included in this document, they need to be removed as Blaby Parish Council does not do them.

**AGREED:** Members wish for it to be clarified where councilors fit in to this document, are they staff, volunteers or visitors.

**AGREED:** The Health & Safety Policy document needs to be revised and re-issued by the Councils Health & Safety support company with the necessary changes.

**b) Health & Safety Handbook**

A revised copy of the Health & Safety Handbook has been submitted for member’s consideration it is confirmed the policy has been tailored to cover the significant health & safety legislation and issues relating to our Council.

**DECLINE:** Members are still not happy with the revised Health & Safety Handbook and request the same changes are made to this document as to the Health & Safety Policy document.

**AGREED:** The Health & Safety Handbook needs to be revised and re-issued by the Councils Health & Safety support company with the necessary changes.

**c) Environmental Policy Statement**

**AGREED:** Members considered and approved the Environmental Policy Statement. This policy is to be reviewed annually.

**d) Health & Safety Policy Statement**

**AGREED:** Members considered and approved the Health and Safety Policy Statement. This policy is to be reviewed annually

**e) Year 1 Visit**

All members have been issued with a copy of the report from Ellis Whittam’s visit dated 3<sup>rd</sup> September 2018.

**AGREED:** Members considered and approved the Health & Safety Action Plan with the following actions:-

**Fire Safety Overview – Disabled Persons**

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Harvest Healthcare Evacuation Sheet	Evacuation Sledge suitable for a public building	Evacusafe 3 Wheel Patient Folding Transit Chair
<u>Total – £45.09 + VAT</u>	<u>Total - £77.95 + VAT</u>	<u>Total - £260.49 + VAT</u>

**RESOLVED:** Accept quotation number 2 for the purchase of an evacuation sledge priced at £77.95 + VAT.

**AGREED:** The evacuation sledge is to be stored in the refuge area on the first floor of the Civic Centre.

**Workplace - Window Restrictors**

It has been advised to review the window restrictors fitted for vulnerable persons in the Acorn Room on the first floor of the Civic Centre as Ellis Whittam states the window restrictors should be installed for safety purposes where there may be a risk of vulnerable people or children falling.

**AGREED:** Clarification is to be sought from Ellis Whittam why these window restraints are necessary as Building Regulations K2 states the requirement is 900mm.

#### First Aid at Work

Currently there are 3 members of staff trained in Emergency First Aid at Work, 2 x ground staff & 1 x office staff.

**RESOLVED:** The receptionist is to be first aid at work trained.

#### Display Screens - Eye Tests & Spectacles

All computer users must be offered an eye and eyesight test carried out by an Optician, at no cost to the employee.

**RESOLVED:** A contribution of up to £70 is to be offered for any member of staff who requires spectacles for the sole use of the computer.

#### Management of H & S - Policy

The Health and Safety Policy handbook must be brought to the attention of all staff and a record kept as evidence of compliance.

**DECLINE:** Members of the Staff, Policy & Finance committee declined the Health & Safety Policy and the Health and Safety Handbook at the 6<sup>th</sup> November 2018 committee meeting as further amendments are required to both documents.

**AGREED:** These documents are to be reviewed by Ellis Whittam and will be issued to all members of staff once approved by committee where a record will be kept as evidence of compliance.

#### Fire Safety

A number of fire doors in the main building are held open with a hook or wedge and one was not fitted with a self-closing device. Fire doors should be kept closed to prevent the spread of fire and smoke and facilitate safe evacuation. However where fire doors require to be open for access purposes it is recommended they are fitted with a hold-open device which releases the door to close when the fire alarm sounds.

**AGREED:** Seek quotations for sound activated fire door holders which are to be fitted to some of the fire doors in the Civic Centre.

**AGREED:** Consider these quotations at the November full council meeting.

### **TO REVIEW & CONSIDER COUNCIL EXISTING POLICES**

#### **f) General Polices 1 – 27**

**AGREED:** Members considered and approved the councils general policies from 1 – 27 with no amendments required.

#### **g) Employment Polices 1 – 12**

**AGREED:** Members considered and approved the councils employment policies from 1 – 12 with no amendments required.

#### **h) Powers / Functions Delegated to Committees**

**AGREED:** Members considered and approved the council’s powers / functions delegated to committee policy with no amendments required.

**i) Code of Conduct**

**AGREED:** Members considered and approved the councils code of conduct with no amendments required.

**j) Financial Regulations**

**AGREED:** Members consider and approved the councils financial regulations with no amendment required.

**S/P.216 8. TO CONSIDER REMOTE ACCESS MEMORY MODULE (RAMM) QUOTATION**

It is reported the Councils server is using a significant amount of RAM and would recommend upgrading it to improve performance. The cost for this would be 16Gb RAM for HP ML350 G6 - £293.99 + VAT, plus £40.00 installation.

**DECLINE:** Further consideration is required as to the cost of this upgraded RAM.

**AGREED:** Add this item to the November full council agenda for further consideration.

**S/P.217 9. TO CONSIDER WEBSITE SSL CERTIFICATE**

Members considered the following quotations received to provide a website SSL certificate.

<u>Quotation 1</u>	<u>Quotation 2</u>
Move our domain ( <a href="http://blabyparishcouncil.org">blabyparishcouncil.org</a> ) where the SSL certificate will be provided free of charge. Transfer domain - £75 + VAT (one off fee) Renew, host and manage the domain - £35 + VAT per year SSL Certificate - Free of charge.	Leave our domain with the existing supplier. Setup (certificate and configuration) - £150 + VAT (one off fee) SSL Certificate management - £35 + VAT per year.

**RESOLVED:** Accept quotation number 1 for a one off fee to move the ‘blabyparishcouncil.org’ domain name priced at £75 + VAT, the SSL certificate will be provided free of charge with this transfer.

**RESOLVED:** Renew, host and manage the domain priced at £35 + VAT per year.

**S/P.218 10.TO RECEIVE & CONSIDER LIFT SERVICE REPORT**

The lift’s annual service was carried out on the 5<sup>th</sup> September and the following findings are reported for member’s consideration:-

The battery back-up unit that powers the lift alarm, carriage emergency lighting and lowering circuits in the event of a power/lift failure is currently inoperative which is probably due to batteries which have passed their service life or the UPS charger/back-up unit being faulty.

In order to complete a repair to the back-up circuit to ensure the alarm, lighting and lowering will operate when required the batteries will need to be replaced so a full discharge test can be completed to ascertain if the UPS charger/back-up unit is fully functional. If the UPS charger/backup unit is found to be inoperative this will require replacing to complete the repair.

<u>Quotation 1</u>	<u>Quotation 2</u>
Supply and fit the necessary components if only replacement batteries are required	If the UPS charger/back-up unit also requires replacing
Total Cost = £278.00 + VAT	Total Cost = £465.00 + VAT

**RESOLVED:** The manager is given delegated powers to authorise works required to be carried out to the Civic Centre lift at a price of £278.00 + VAT for replacement batteries or the UPS charger / backup unit at a total cost to include the replacement batteries priced at £465.00 + VAT.

**S/P.219 11.TO CONSIDER ELECTRICAL INSTALLATION (EICR) QUOTATIONS RECEIVED**

All members considered the following quotations to carry out the Electrical Installation (EICR) works at Blaby Civic Centre, Northfield Park & the Cemetery.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Carry out an E.I.C.R. at Northfield Park and Mill Lane Cemetery - £240.00	Carry out E.C.C.R. electrical works at the following locations:-	Carry out E.C.C.R. electrical works at the following locations:-
Carry out E.I.C.R. on 2 fuse boards at Blaby Civic Centre - £950.00	Cemetery Workshop - £280.00	Cemetery Workshop - £185.00
Any items / results that are deemed unsatisfactory will be noted and will be classed as a separate job and quoted accordingly.	Northfield Park - £280.00	Northfield Park - £185.00
This work will be carried	Blaby Civic Centre - £670.00	Blaby Civic Centre - £329.00
	This work will be carried out in accordance with the rules and regulations of the Institute of Electrical Engineers to the BS 7671,	This work will be carried out in accordance with the rules and regulations of the Institute of Electrical Engineers to the BS 7671,

out in accordance with the rules and regulations of the Institute of Electrical Engineers to the BS 7671, 17 <sup>th</sup> edition	17 <sup>th</sup> edition	17 <sup>th</sup> edition
<b><u>TOTAL PRICE</u></b> <b><u>£1,190.00 (No VAT)</u></b>	<b><u>TOTAL PRICE</u></b> <b><u>£1,230.00 + VAT</u></b>	<b><u>TOTAL PRICE</u></b> <b><u>£838.80 + VAT</u></b>

**RESOLVED:** Accept quotation number 3 to carry out the Electrical Installation (EICR) at Blaby Civic Centre, Cemetery and Northfield Park priced at £838.80 + VAT.

**AGREED:** To comply with the rules and regulations of the Institute of Electrical Engineers to the BS 7671, 17<sup>th</sup> edition works must be completed before the 31<sup>st</sup> December 2018 due to the 18<sup>th</sup> edition coming into force on the 1<sup>st</sup> January 2019.

**S/P.220      12.      TO CONSIDER RISK MANAGEMENT**

All members considered the 2018 risk management document.

**AGREED:** Members approved the risk management document, the manager and chairman signed and dated the document.

**S/P.221      13. TO REVIEW THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT**

The Staff, Policy & Finance Committee is to carry out an Annual Review of the Effectiveness of the System of Internal Audit. This review is the responsibility of the Council and may not be delegated to the Responsible Financial Officer.

Members are asked to bring their copies of the Council’s Standing Orders and Financial Regulations to the meeting in order to assist the review. Should any Member require an additional copy of either the Council’s Standing Orders or Financial Regulations, please let the manager know.

The Council’s Financial Regulations were reviewed on the 6<sup>th</sup> November 2018, minute ref: S/P.215j)).

The Assets Register has been considered by each Committee during the fiscal year; the Policies are updated upon receipt of any new/replacement items.

The appointment of an Internal Auditor for the forthcoming 2018/19 Financial Year was made at the 12<sup>th</sup> June 2018 Full Council meeting.

The review must be balanced to the council’s internal audit needs and usage. It should be designed to provide sufficient assurance for the council that standards are being met and that the work of internal audit is effective.

**An assessment of each of the following is to be made: -**

- The scope of internal audit
- Independence

- Competence
- Relationships
- Audit planning and reporting

### **Evidence of Achievement**

- Internal audit work is planned
- Understanding the whole organisation its needs and objectives
- Be seen as a catalyst for change
- Add value and assist the organisation in achieving its objectives
- Be forward looking
- Be challenging
- Ensure the right resources are available

### **Internal Audit Review Checklist**

Members are required to complete the Internal Audit Review Checklist Parts 1 & 2.

### **Approve Internal Audit Review Part 1 Meeting Standards & Part 2 Characteristics of Effectiveness**

All Members have been issued with a copy of the Internal Audit Review (Parts 1 & 2).

Members completed the Internal Audit Review Checklist Part 1 – Meeting the Standards and Part 2 – Characteristics of Effectiveness: -

The Council appointed its Internal Auditor on the 12<sup>th</sup> June 2018, Min. 1006e).

The following reviews have been conducted during 2017/18.

<b><u>Meeting the Standards – Part 1</u></b>		
1.	Scope of Internal Audit	Yes (12 <sup>th</sup> June 2018)
2.	Independence	Yes
3.	Competence	Yes
4.	Relationships	Yes
5.	Audit Planning and Reporting	Yes (12 <sup>th</sup> June 2018).

**Characteristics of Effectiveness – Part 2**

- Internal audit work is planned Yes
- Understanding the whole organisation its needs and objectives Yes
- Be seen as a catalyst for change Yes
- Add value and assist the organisation in achieving its objectives Yes
- Be forward looking Yes
- Be challenging Yes
- Ensure the right resources are available Yes

**AGREED:** That the Internal Audit Review Checklist Part 1 – Meeting the Standards and Part 2 – Characteristics of Effectiveness, as completed, is approved.

**AGREED:** The Review of the Effectiveness of Internal Audit is to be reviewed by the Staff, Policy & Finance Committee each November.

**S/P.222      14.      TO CONSIDER 2019/20 BUDGETARY REQUIREMENTS & POSSIBLE NEW PROJECTS.**

Additional work is required to be completed on the 2019/20 budgetary requirements.

**AGREED:** The manager is to complete the necessary work required and then email all Staff, Policy & Finance committee members the document for their consideration.

**S/P.223      15.      CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY – None.**

**S/P.224      16. CHAIRMAN'S TIME**

The chairman thanked members for their contribution and attendance to the meeting.

**MEETING CLOSED: 8.30PM**