

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held in the Oakfield Room, Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7pm on Tuesday, 15th February 2022

PRESENT: Mr G Harding (Chairman),
Mr P Akroyd, Ms B Arya, Mrs S Skeemer, Mr M Wareham, Mrs S McFadden, Mrs S Clifton
(Admin Assistant) & Mrs V Jepson (Manager).

S/P.403 1. APOLOGIES FOR ABSENCE

Apologies for absence are received from Miss Small & Mrs Broomhead the reasons for which are approved.

S/P.404 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT -
None.

S/P.405 3. STAFFING MATTERS

a) Admin Assistant – Probationary Period

The Councils Admin Assistant, joined the Parish Council on the 1st June 2021 confirming her 6-month probation period ended on the 30th November 2021.

A review was carried out with Mrs Clifton, the Chair & Vice-Chair of the Staff, Policy & Finance committee and the manager on Monday, 14th February 2022.

Members considered Mrs Clifton's permanent employment and the report is noted.

RESOLVED: Mrs Clifton is to be established as a permanent employee of Blaby Parish Council for her role as Admin Assistant as of the 1st December 2021.

b) Full Time Groundsman

A 3-month review was conducted with Mr Hetherington on Monday, 14th February 2022 by the Chair & Vice-Chair of the Staff, Policy & Finance committee and the manager, members have been issued with a copy of the report which is noted.

AGREED: Mr Hetherington's 6 month review is to be completed in April 2022 and reported to members at the May 2022 committee meeting.

c) To Consider Pay & Condition of Employment

As members are aware from the last committee meeting the 2021-22 pay scales for employees has been delayed as the national pay award has not yet been agreed.

Late 2021 the three unions rejected the pay offer of 1.75% from the 1st April 2021, and as yet no offer has been agreed.

Members employed by the Parish Council who are on the national minimum wage automatically received a pay increase on the 1st April 2021 where other staff members have not due to them being on the national pay award scheme.

RESOLVED: Any member of staff who is paid on the National Joint Council Scheme and is below Spinal Column Point (SCP) 2 will automatically have their pay increased with effect from the 1st April 2022 to £9.50 per hour, this pay will continue to be paid until such time as the National Joint Council reaches a settlement on pay for 2021.

RESOLVED: Due to the delay in the unions not agreeing a final increase members resolved to approve a 1.75% pay increase to staff members which is to be backdated to the 1st April 2021.

RESOLVED: Once a final settlement has been agreed any difference will also be calculated and backdated to the 1st April 2021.

S/P.406 4. TO REPORT UPDATE ON STAFF TRAINING

a) To Consider Quotations for Staff First Aid Training

First Aid practical assessment training for 4 staff members.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Emergency First Aid Course £80.00 per person x 4 to present the course at the Civic Centre £320.00 + VAT	First Aid at work course £65.00 per person X 4 At the trainer’s venue £260.00 + VAT	Emergency First Aid Course training will be held on site at the Parish offices. £350.00 + VAT

RESOLVED: Accept quotation number 1 for first aid training for 4 members of staff priced at £80.00 per person.

AGREED: The first aid training course is to be held at Blaby Civic Centre where the office will be closed to the public for the day.

b) Playground Inspection

RESOLVED: The full-time groundsman Mr Hetherington has been booked on o a Playground Inspection training course, which is due to take place on Thursday, 19th May 2022.

c) New Website Training

The office staff will be attending an on-line training course for the Council’s new website on Monday, 7th March 2022.

The Councils existing website will end on the 11th May 2022.

5. TO CONSIDER QUOTATIONS FOR EMPLOYMENT LAW, HR & H & S

Our Employment Law & HR Support contract ends on the 31st March 2022, members have been issued with a quotation for consideration.

Quotation 1	Quotation 2
Existing Organisation for Employment Law & HR	New Organisation for Employment Law & HR
£1,756.80 (old quote from 5 years ago, still awaiting new revised quote) Per Annum (60-month agreement)	£1,850.00 + VAT Per Annum (60-month agreement)

Quotation 3 - Combined Employment Law, HR & Health & Safety
<p>A new annual fee of £3,750 + VAT for the combined service on a new 60-month agreement for the Councils Employment Law, HR & Health & Safety.</p> <p>Our current health and safety fee is £1,975 + VAT per annum and the employment law and HR service for £1,775 + VAT per annum.</p> <p>Both costs are excluding the optional legal expenses insurance which is charged separately at £15 for employment Law and £3.50 for Health & Safety per employee per annum including IPT.</p> <p style="text-align: center;">Our current H & S contract expires on the 17th May 2023.</p>
<p>Employment Law, HR & H & S = £3,750.00 + VAT Per Annum (60-month agreement) (H & S - £1,975.00 + VAT & HR - £1,775.00 + VAT)</p>

RESOLVED: Accept quotation number 3 for a combined 60-month contract for Employment Law, HR & Health & Safety support at a total price of £3,750.00 + VAT per annum.

S/P.407

6. TO REPORT UPDATE ON BLABY CIVIC CENTRE TENANTS & ROOM HIRE

a) Northfield Room – Hot Desk / Office

The Northfield Room has been hired out on several occasions as a hot desk and we have had interest from organisations enquiring about leasing the room on a permanent basis.

RESOLVED: Members are happy for the Northfield Room to be leased on a permanent basis.

b) Hire of the Civic Centre Kitchen

An enquiry has been made regarding a small catering business hiring the Councils kitchen or if the Council is aware of any other kitchens which could be hired.

DECLINE: The Council's kitchen would not be suitable to hire out for a small catering business as the kitchen is used by all tenants in the Civic Centre.

S/P.408 7. TO REPORT UPDATE ON THE LIFTS LOLER INSPECTION

A loler inspection has recently been conducted and it is reported that as the lift has an auto dialler installed it is a legal requirement to have the line connected to a working land line, from now until 2025 where all analogue lines will become obsolete therefore, a roaming sim card is suggested to be installed in the GSM unit.

Option 1: Install the GMS unit without a sim card, cost for the unit only £450.00, allowing the Council to supply their own roaming SIM card.

Option 2: Install the GMS unit with a roaming sim card fitted on a 2-year contract, cost to include both the unit and sim card £980.00.

Once installed a contact must be available to answer calls outside of office hours, throughout the year, 7 days a week.

DECLINE: No action is to be taken now; this item is to be added to a future agenda nearer to 2025 when the analogue lines will become obsolete.

Safety requirement for operatives servicing the lift

It is requested that a rubber mat should be supplied by the Council whilst engineers are working in the front of the controller during maintenance and service visits. The cost quoted for a rubber mat is £60.00 – no discussion was held regarding this matter.

S/P.409 8. TO REPORT UPDATE ON THE H & S SITE VISIT – 5TH OCTOBER 2021

At the last committee meeting members were issued with a copy of the Council's Health & Safety provider's Assessment / Inspection – Year 4 visit which took place on the 5th October 2021.

As reported, there were five items which required attention, all these matters have been resolved and actioned. No further action is required.

Description	Rating	Action Required	Action
ELECTRICAL SAFETY – PORTABLE APPLIANCES – Action: RCD protection not provided	M	It is recommended that a Residual Current Device (RCD) in the form of a plug attachment or integrated into an extension lead is used with the 240v Jet washer at the cemetery to reduce the risk of an electrical hazard.	AGREED: Purchase an Extension Lead RESOLVED: An extension lead has been purchased

<p>ELECTRICAL SAFETY – OTHER – Electrical Safety – Additional observation one</p>	<p>M</p>	<p>It is recommended that new tenants are required to have any portable electrical equipment inspected and tested.</p>	<p>AGREED: Write to all tenants and request all their electrical equipment has a valid portable appliance test certificate (PAT)</p> <p>Offer the services of our Senior Groundman at a cheaper rate than an outside company.</p> <p>RESOLVED: All 5 organisations leasing office space at the Civic Centre have used the services of Blaby Parish Council for their PAT Testing and there were no advisories given.</p> <p>ACTION: Some of the tenants were not happy about having to have their items PAT tested saying it was not a legal requirement and would not be prepared to do it again next year.</p>
<p>FIRE SAFETY OVERVIEW – FIRE SAFETY – OTHER – Fire Safety – Additional observation one</p>	<p>M</p>	<p>It is recommended that an additional emergency light is provided within the understairs cupboard as this contains the lift machinery.</p>	<p>Seek quotations for this work to be carried out.</p> <p>RESOLVED: An understairs light has been fitted in the cupboard.</p>
<p>FIRE SAFETY OVERVIEW – FIRE SAFETY – OTHER – Fire Safety – Additional observation two</p>	<p>M</p>	<p>Provide a metal locker marked with a Highly Flammable Liquid sign in the Cemetery Maintenance Building for the storage of petrol containers.</p>	<p>Purchase a metal locker to store the plastic petrol containers in the Cemetery workshop.</p> <p>RESOLVED: A metal bin was purchased and labelled with a fire</p>

			hazard sticker and is placed in the chapel at the cemetery.
LONE WORK – OTHER – Lone Work – Additional observation one	M	Ensure that Grounds Maintenance Staff do not use Chainsaws when working alone.	All ground staff have been told they must not work alone whilst using a chainsaw. RESOLVED: All ground staff have been told they must not work alone whilst using the chainsaw.

AGREED: With regards to the PAT testing of the tenant’s office, and it not being a legal requirement only a recommendation for tenants to have their items PAT tested the Council cannot force this to be conducted only request that it is.

AGREED: Add into all future tenancy agreements that PAT testing of all portable electrical equipment is to be tested and an approved certificate is provided every 12 months.

S/P.410 9. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY – None.

S/P.411 10. CHAIRMAN’S TIME
Thank you all for attending.

MEETING CLOSED: 7.27PM