

**MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE**  
**held in the Oakfield Room, Blaby Civic Centre, 22-24 Leicester Road, Blaby**  
**at 7pm on Tuesday, 17<sup>th</sup> May 2022**

**PRESENT:** Mr G Harding (Chairman),  
Mrs M Broomhead, Mr G Harding, Mrs S Skeemer, Miss M Small, Mr M Wareham,  
Mrs S Clifton (Admin Assistant), Mrs V Jepson (Manager) & 1 x parishioner.

**S/P.412 1. ELECTION OF CHAIRMAN FOR THE COMING YEAR**

The following members have been nominated for the position of Chairman of the Staff, Policy & Finance committee for 2022/23.

- Mr Graham Harding
- Miss Michelle Small

A paper ballot is taken with 3 votes to Mr Harding and 2 votes to Miss Small.

**RESOLVED:** Mr Harding is elected Chairman of the Staff, Policy & Finance committee for 2022/23.

**S/P.413 2. ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR**

Miss Small is nominated as Vice-Chair of the Staff, Policy & Finance committee for 2022/23.

**RESOLVED:** Miss Small is elected Vice-Chairman of the Staff, Policy & Finance committee for 2022/23.

**S/P.414 3. APOLOGIES FOR ABSENCE**

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

**S/P.415 4. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT –**  
None.

**S/P.416 5. STAFFING MATTERS AND STAFF TRAINING**

**a) Full time Groundsman**

The Council's full time grounds man, Mr Connor Hetherington joined the Parish Council on the 11<sup>th</sup> October 2021 which means his 6-month probationary ended on the 11<sup>th</sup> April 2022.

A review was carried out with Mr Hetherington, Miss Small, Chair of the Staff, Policy & Finance committee, and the manager on Wednesday, 13<sup>th</sup> April 2022, a copy of the report is noted.

**RESOLVED:** As of the 11<sup>th</sup> April 2022, Mr Hetherington is to be established as a permanent employee of Blaby Parish Council for his role of full-time grounds man and handy person.

**b) Staff Training**

**First Aid**

On the 29<sup>th</sup> April 2022 all members of staff completed and passed their FAA Level 3 Award in Emergency First Aid at Work (RQF) Qualification with LWS Training Services.

All staff have been awarded this qualification having successfully achieved the required level of attainment in a course delivered and assessed by an instructor registered with Nuco Training Ltd.

This qualification meets the regulations of the Health and Safety Regulations (First Aid) 1981 and the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. The qualification was delivered and assessed in accordance with current Resuscitation Council UK guidelines. This qualification is valid for three years from the achievement date.

**Operation London Bridge**

On the 5<sup>th</sup> April 2022, the manager and admin assistant attended a training course called Operation London Bridge.

This course is one of the significant events to prepare for in the future, with an unknown date, is the passing of HM the Queen. Nationally, the State Mourning and Funeral plans have been prepared by the Earl Marshall, for several years and are regularly reviewed.

**c) Long Service Award**

Members have been issued with a copy of the Councils Employment Policy 16 – Long Service Award.

Mr Allen Upton has been employed as the Councils part time weekend litter picker since 2007 and 2017 as a part time grounds man.

As the policy states: -

**Eligibility 15, 20 - and 30-years award**

Employees who have completed 15 years of service (cumulative) for Blaby Parish Council will be eligible to receive a Long Service Award. Staff employed on part-time employment will be eligible on the same terms as staff employed on full time contracts.

**RESOLVED:** A gift voucher to the value of £50 is to be purchased and issued to Mr Upton for his 15 year-long service awards.

**S/P.417 6. TO CONSIDER ILL HEALTH LIABILITY INSURANCE RENEWAL**

Members have been issued with correspondence from Hymans Robertson with regards to the Councils ill health liability insurance renewal, the charges for the period between the 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023 = £844.34.

**RESOLVED:** Pay the ill health premium charges priced at £844.34 for the period between the 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023.

**S/P.418 7. TO REPORT UPDATE ON THE COUNCIL'S WEBSITE**

During May 2022, the Council moved website suppliers to a company called Aubergine.

For our old supplier to allow our new supplier to have some DNS codes to assist with the transfer and to continue to supply our domain there is a charge of £35.00 + VAT.

**RESOLVED:** Pay 2Commune, £35.00 + VAT for the renew, host, and manage of the domain name (blabyparishcouncil.org) until the 11<sup>th</sup> May 2023.

There will be an additional administration fee of £50.00 + VAT to pay for the transfer of the domain name from 2Commune to Aubergine.

**RESOLVED:** Pay 2Commune an administration fee of £50.00 + VAT to transfer the (blabyparishcouncil.org) domain name to Aubergine.

**S/P.419 8. TO CONSIDER COUNCILLOR PERSONAL DETAILS**

At a previous committee meeting members discussed if their personal contact details were required to be displayed on the Council's website. It is confirmed the only requirement to be published on the Council's website is what is stated on their register of interest document.

**AGREED:** Add this item to the June Full Council agenda for members consideration and confirmation as to what information each member wishes to be displayed on the Council's website.

**S/P.420 9. TO CONSIDER THE WEBSITE PRIVACY POLICY DOCUMENT**

All members have been issued with a copy of the proposed privacy policy which needs to be displayed on the Parish Council's website.

**AGREED:** Adopt the privacy policy which is to be displayed on the Council's website.

**S/P.421 10. TO CONSIDER THE WEBSITE ACCESSIBILITY STATEMENT**

All members have been issued with a copy of the proposed accessibility statement which needs to be displayed on the Parish Council's website.

**AGREED:** Adopt the accessibility statement which is to be displayed on the Council's website.

**S/P.422 11. TO CONSIDER THE CODE OF CONDUCT FOR PARISH AND TOWN COUNCILS**

All members have been issued with a copy of the proposed new Parish/Town Council Member Code of Conduct which has recently been adopted by Blaby District Council and is based on the Local Government Association's Model Code. The Association is encouraging all Parish Councils in Leicestershire to adopt the revised Code.

**AGREED:** Add this item to the June Full Council agenda for members consideration and adoption of the proposed Code of Conduct policy.

**S/P.423 12. TO CONSIDER THE COUNCIL'S ASSET REGISTER**

All members have been issued with a copy 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.424 13. TO REPORT UPDATE ON THE COUNCIL'S EMERGENCY LIGHTS & FIRE ALARM TESTING**

The report of the emergency lights and fire extinguishers has not yet been received.

**AGREED:** Add this item to the June Full Council agenda for members consideration.

**S/P.425 14. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY**

**a) Employees Handbook**

All members have been issued with a copy of the new employee's handbook produced from the Councils new HR Employment Law company.

**AGREED:** Accept the employee handbook.

**AGREED:** A copy of the new employee handbook is to be issued to all employees of the Council.

**AGREED:** The employee handbook will override all Blaby Parish Council employment policies from 1 – 16.

**b) Intruder Alarm**

Members were informed of an incident which occurred at the Civic Centre where the office staff were put in a difficult situation with a member of the public.

**AGREED:** Panic buttons are to be installed in the Parish Council office.

**AGREED:** The office staff are not to allow anybody into the building if they are lone working.

**AGREED:** It is advised that any parishioner wishing to visit the Parish Council is advised to make an appointment.

**S/P.426 15. CHAIRMAN'S TIME**

Thank you very much for electing me as Chair for the coming year and thank you all for attending.

**MEETING CLOSED: 7.31PM**