

Tibshelf Parish Council
Minutes of the Meeting of the Personnel Committee
Held at 7:00 pm on Tuesday 6th October 2015 in the Village Hall, Tibshelf

Present: Councillors A Beckett, M Coupe, D Rutland, P Trevelyan and W Vardy

In attendance: E R Price, Parish Clerk.

Public Participation: No members of the public were present.

NON EXEMPT ITEMS

It was Proposed Seconded and Resolved that, as a matter of urgency, Members consider, in addition to the Training Policy, the reviewed Complaints Procedure, Publication Scheme and Risk Management Scheme at Item 5 on the agenda.

PER15/09 Apologies for absence

Apologies for absence were received from Councillors R A Heffer and K Salt MBE.

PER15/10 Declarations of Interest

There were no declarations of interest.

PER15/11 Minutes of Meeting held 21st July 2015

The minutes of the meeting of Personnel Committee held on 21st July 2015 were moved by Councillor D Rutland and seconded by Councillor P Trevelyan and approved as a true record.

PER15/12

a) To consider and approve the Training Policy

The Clerk circulated a draft Training Policy for consideration by Members. Subject to amendments agreed by Members it was Proposed by Councillor Beckett, Seconded by Councillor Coupe and **Resolved to Recommend to Council** that the Training Policy as appended to these minutes be approved and adopted.

b) To consider and approve a reviewed Complaints Procedure

The Clerk circulated a draft reviewed Complaints Procedure for consideration by Members. It was Proposed by Councillor Coupe, Seconded by Councillor Vardy and **Resolved to Recommend to Council** that the Complaints Procedure as appended to these minutes be approved and adopted.

c) To consider and approve a reviewed Publication Scheme

The Clerk circulated a draft reviewed Publication Scheme for consideration by Members. It was Proposed by Councillor Beckett, Seconded by Councillor Vardy and **Resolved to Recommend to Council** that the Publication Scheme as appended to these minutes be approved and adopted.

d) To consider and approve the updated Risk Management Scheme for 2015/2016

The Clerk circulated a draft updated Risk Management Scheme for consideration by Members. Subject to amendments agreed by Members it was proposed by Councillor Beckett, Seconded by Councillor Coupe and **Resolved to Recommend to Council** that the Risk Management Scheme for 2015/2016 as appended to these minutes be approved and adopted.

PER15/13 To Review the 2015/2016 Action Plan

The Clerk circulated a copy of the 2015/2016 Action Plan for review by Members. It was agreed that a traffic light system be adopted for the plan and subject to amendments agreed by Members it was Proposed by Councillor Beckett, Seconded by Councillor Coupe and **Resolved to Recommend to Council** that the Risk Management Scheme for 2015/2016 as appended to these minutes be approved and adopted

PER15/14 To Consider Arrangements for Additional Hours worked

Members considered the arrangements for additional hours worked and time taken in lieu. Following discussion it was Proposed by Councillor Beckett, Seconded by Councillor Coupe and **Resolved to Recommend to Council** that a maximum time of 7 hours 30 minutes can be accumulated and carried over from one month to the next with any excess being agreed with the Chairman and reported to Council.

PER15/15 Date of Next Meeting

To be arranged

Signed.....

Date.....

The meeting closed at 7:40 p.m.

Tibshelf Parish Council TRAINING POLICY

The purpose of training is to equip people with the necessary skills, knowledge and attitudes to meet the organisation's needs in relation to its objectives. By investing in people through their training we ensure we harness their full potential and focus their energies on the needs of the organisation while fulfilling their need for personal development and job satisfaction.

The Council recognise that such development is a continuing process for every employee . Training is seen as a necessary investment in order to provide excellent services

The Council will ensure that the resources required to meet training needs are fully identified, that training is properly focused and that the benefits of the training can be demonstrated.

The Council will always wish to make budgetary decisions about training in the context of overall Council finances but the Council is committed to investing in its people and will ensure wherever possible sufficient funding is made according to the needs identified.

Parish Clerk's Role

1. Induct new employees, including introduction and familiarisation with all Council policies
2. Identify training needs jointly with employees in relation to individual objectives.
3. Carry out on-the-job instruction and coaching where relevant
4. Make all employees aware of training and development opportunities open to them,
5. Ensure that those who are trained share their learning with others wherever possible and appropriate.
6. Evaluate the effectiveness of training events in relation to service and individual objectives with those involved.

Individual Employee's Role

The individual employee's role is to: -

1. Identify personal training needs in relation to their personal objectives and that of the service they provide.
2. Be aware of training and development opportunities open to them and request training where appropriate to their training needs.
3. Evaluate the effectiveness of training with the Parish Clerk.
4. Share learning with colleagues wherever possible and appropriate.

Councillor Training

The Council recognise the constantly changing environment that Parish Councils work within. Training and development for Councillors will be assessed on individual needs alongside those issues relevant to Tibshelf Parish Council and will be identified and arranged with the support of the Parish Clerk. New Councillors will receive a detailed induction programme and will be provided with specific training to enable them to support them in undertaking their roles and responsibilities

Health and Safety

The Council and each individual employee all have a role in ensuring a healthy and safe working environment and relevant training will be provided where required.

TIBSHELF PARISH COUNCIL COMPLAINTS PROCEDURE

This procedure does not cover complaints about the conduct of a Member of the Parish Council.

1. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures.
2. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.
3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing by either letter or e mail to the Clerk to the Council at 110 High Street, Tibshelf, Derbyshire DE55 5NU.
5. The complaint will be acknowledged immediately and dealt with within 21 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.
6. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example,) he or she should be advised to write to the Chairman of the Council
7. On receipt of a written complaint, the Clerk to the Council (except where the complainant is about his or her own actions) or Chairman of Council (if the complaint relates to the Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
8. Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chairman of

Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.

9. The Clerk to the Council (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
10. The Clerk to the Council (or Chairman) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally and bring with them any such representation as they wish
11. The complainant shall be asked to provide, seven clear working days before the meeting, any written evidence and copies of documentation which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely on at the meeting
12. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
13. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public. The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
14. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
15. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

Tibshelf Parish Council

1. General Information

Authority: Tibshelf Parish Council, 110 High Street, Tibshelf,
DE55 5NU, 01773 875093

Responsible Officer: Mrs Ruth Price, Parish Clerk
Maintaining Officer: Mrs Ruth Price, Parish Clerk

Reviewed and Adopted 20th October 2015

2. Information to be published	3. Method of Publication (Council Office is open from 8.30am to 15.45 pm)
<p><u>Council practice and procedures</u></p> <p>Council Agendas and Minutes</p> <p>Committee Agendas and Minutes: Amenities and Environment</p> <p>Committees: Personnel Committee Audit Committee Village Hall Committee</p> <p>Acceptance of Office Standing Orders Councillors Code of Conduct Register of Councillors Interests</p>	<p>Agendas are posted on Notice Boards. Agendas and Minutes are posted on the Council's website. Copies can also be inspected in the Council office by appointment.</p> <p>Agendas and Minutes are posted on the website. Originals can be inspected in the Council Office by appointment.</p> <p>These can be inspected at the Council office by appointment.</p>
<p><u>Financial</u></p> <p>The Annual Precept Figure Annual Budgets in Summary Form Payments made to contractors and suppliers</p> <p>Annual Accounts and supporting information. Financial Regulations. Risk Assessments.</p>	<p>Published in the Parish Newsletter and on the Website. Published monthly in Council Minutes Published monthly in Council Minutes</p> <p>Can be inspected at the Council Office by Appointment.</p>
<p><u>Planning</u></p> <p>Summary lists of planning applications.</p> <p>Individual planning applications & responses The adopted and draft Local Plan.</p>	<p>Published monthly within Agendas</p> <p>Can be inspected in the Council Office by appointment.</p>
<p><u>Health and Safety</u></p> <p>Health and Safety Policy Playground inspection records</p>	<p>Can be inspected in the Council Office by appointment.</p>
<p><u>Archive Material</u></p> <p>Byelaws Minute Books Burial/cremation registers Leases and Deeds Historic maps, photographs etc</p>	<p>Can be inspected in the Council Office by appointment.</p>

<u>Employment</u> Terms and conditions of employment Job descriptions	Can be inspected in the Council Office by appointment.
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Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest)
Personal information relating to employees
Tenders and bids from contractors and suppliers
Note: Data Protection Legislation prohibits the publication of certain categories of information.

4. Charging Policy

Information can be inspected, by appointment at the Council Office free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council Office's photocopier at the cost of 10p per A4 sheet.

A detailed search of records (for example the Burials Register or the Council Minutes) is subject to a charge of £10 per search.

5. Review of Policy

This Policy was approved by Tibshelf Parish Council at its meeting on [Date] and will be reviewed every four years.

Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Council office to ensure that the information they require is still available.

TIBSHELF PARISH COUNCIL – RISK ANALYSIS – 2015/16

<p>Zurich PUBLIC LIABILITY – Limit of Indemnity - £ 10,000,000 Products Liability & Pollution - £10,000,000 Employers Liability - £10,000,000 Libel & Slander - £250,000 LEGAL EXPENSES and UNINSURED LOSS RECOVERY – Limit of Indemnity - £100,000 per insured incident Trustees Indemnity Insurance</p>					
Asset/Task	Risks	Level	Impact	Management	Actions
<p>Sports Field Cricket field Football field Scoreboard building</p>	Contingent liabilities Vandalism	Low Low/Medium	Medium Low	Users should have own insurance	Policies, Condition of lease Football Club & Athletics Club
<p>Pavilion Building</p> <p>Electricity Supply Electrical appliances Fire Extinguishers</p>	Theft Fire, Malicious damage, Storm or Flood, Escape of water, Falling trees or branches Vandalism	Medium Medium	Medium Medium	Material damage insurance	Revaluation of replacement cost Tree inspection/maintenance PAT testing Annual Inspection
<p>Sunnybank Play Area Play Equipment Litter bins Fencing Surface 1 Gate Access Signs Cleanliness</p>	Slips/trips/falls Injury caused by faulty equipment Vermin attracted by rubbish Injury for broken glass/needles etc Vandalism	Medium	High	Regular visual inspection including surfaces, fences & gates Report any faults immediately Regular rubbish collection	Completion of daily inspection records
<p>Cemetery Headstones Gates Water standpipe</p>	Toppling/vandalism Trapping of fingers Bursts	Low	Medium	Regular visual inspection including surfaces, fences & gates Report any faults	

Container store	Theft/Vandalism			immediately	
Allotments – land only Leased to Society	Contingent liabilities	Low	Medium	Users should have own insurance	
Village Hall Building Burglar Alarm Fire Alarm Fire Extinguishers Electricity Electrical Appliances Office Equipment Computers Kitchen Equipment Furniture	Fire Flood Personal Injury Theft Vandalism Contingent liabilities			Insured by Village Hall Committee with Zurich + Trustees Indemnity Insurance Users should have own insurance	Determine liabilities insurance position of hirers Prepare separate Risk Assessment Take inventory Building & contents – revaluation of replacement cost Ask to see policies Condition of hire
Bus Shelters	Collapse/Vandalism	High	Medium	Insured	
Road side seats	Collapse/splinters Vandalism	Medium	High	Insured Inspect regularly	
Vehicle Transit Pick Up – X 347 EBA	Fire, theft, accident, passenger liability	Low	High	Fully Comprehensive Insurance – any driver with permission of policyholder	Service annually
Sundry Equipment Strimmer, Blow Vac. & Assoc equipment Photocopier Computer including printer	Theft Personal injury Health & Safety	Medium Low Low	Low Low Low	Insured All Risks	
Hanging Baskets	Injury/damage from collapse or fall	Low	High		Annual inspection of lamp standards
Employment Health & Safety Policies	Injury to employees or members of the public	Medium	High	Employers Liability Personal Accident Persons Insured	Health & Safety Policy COSHH

PPE Employment Law Procedures	Health risks of materials used. Unfair/wrongful dismissal Equal opportunities			Employees and members:-	Grievance/Disciplinary procedures EO Policy
Finance Bank Account Petty Cash Purchase of Goods/Services Income (sales) Finance contd. Bad debts	All cheque payments Authorised by Council Cheques require 3 signatories	Low	High	Fidelity Guarantee – all members and employees Insured Purchasing policy Ensure all invoices are sent out promptly Sage Accounts automatically show outstanding debts	Annual Audit Financial Regulations Sage Accounting program live old debts highlighted. Pursue old debts consider write off Seperate Financial Risk Assessment

2015/2016	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Annual Council – Elections, New council, declarations of interest, acceptance of office												
Publish Annual Report												
Prepare Final Accounts and Submit Audit of Accounts by due date												
Newsletters												
Fitness Equipment – prepare funding application, obtain estimates, quote for works, commission contractor, install equipment												
Village Hall extension project, appoint working party and commission feasibility study												
Village hall extension project – review feasibility study, determine whether project feasible, prepare project plan, identify funders, go out to tender for works												
Arrangements for Community events (Remembrance Day & Christmas)												
Arrangements for Christmas lights installation and removal												
Arrangements for hanging baskets												
Review storage of documents for archive/destroying												
Pensions Regulations - Automatic Enrolment – Enrolment date 1.3.16												
Local Council Award Scheme accreditation (unbroken)												

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