

COLWICH PARISH COUNCIL

MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON THURSDAY 23RD NOVEMBER 2017 AT THE PARISH CENTRE, ST. MARY’S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

PRESENT: (For all or part of the meeting) Cllr Cooper (Chair); Cllr Dunn (Vice Chair); Cllr Billingsley; Cllr Featonby and Cllr Wells.

IN ATTENDANCE: Michael Lennon (Parish Clerk) and Anthony Egan (Deputy Clerk).

PUBLIC PARTICIPATION: No members of the public were present.

MINUTES

17/17EM **APOLOGIES WERE RECEIVED FROM** Cllr Birt (Dispensation) and Cllr Fletcher.

RESOLVED to accept the apologies.

PROPOSED Cllr Dunn **SECONDED** Cllr Cooper.

18/17EM There were no **DECLARATIONS OF INTEREST.**

19/17EM There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.**

20/17EM **MINUTES OF THE EXTRAORDINARY EMPLOYMENT COMMITTEE HELD ON 13TH JULY 2017.**

RESOLVED to agree and sign the minutes as a true and accurate record.

PROPOSED Cllr Cooper **SECONDED** Cllr Wells.

21/17EM **THE STAFF HANDBOOK.**

RESOLVED that additional policies should be drafted for the 1st February 2018 Full Council meeting on:

- Use of mobile phones/tablets in meetings;
- Use of mobile phones whilst driving;
- Social media and IT; CCTV
- Long hour’s culture and stress;
- Storage; office equipment; post opening and stored energy (batteries)

No smoking to be expanded to include no vaping.

Cllr Dunn to consider the Risk Assessment and to circulate an amended version to Cllrs for consideration. To include more in-depth consideration of PPE and ear-defenders.

Consideration should be given to organising first aid training for officials especially for the lengthsman. A new first aid kit to be purchased for the council van.

SIGNED AS A TRUE AND ACCURATE RECORD.....

DATE.....

22/17EM DUTY OF CARE TO EMPLOYEES.

RESOLVED to suspend Standing Order 1.3 and to exclude members of the press and public whilst this item was discussed as it relates to personnel management.

PROPOSED Cllr Billingsley **SECONDED** Cllr Cooper.

23/17EM DATE OF NEXT MEETING to be 26th April 2018.

Meeting closed at 8:44pm

SIGNED AS A TRUE AND ACCURATE RECORD.....

DATE.....