

**COLDEN COMMON PARISH COUNCIL
MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
HELD ON THURSDAY 2ND OCTOBER 2014 AT 12.30PM. IN THE
RECREATION GROUND PAVILION, MAIN ROAD, COLDEN COMMON**

Present Cllr Maggie Hill (Chair)
Cllr Richard Izard

Cllr Paul Bryant
Cllr John Tudor

Apologies

In attendance Debbie Harding (Clerk)

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| PP10/14 | <u>APOLOGIES</u> | |
| No apologies were received. | | |

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| PP11/14 | <u>DECLARATIONS OF INTEREST</u> | |
| No declarations of interest were declared | | |

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| PP12/14 | <u>TO AGREE THE MINUTES OF THE MEETING HELD ON THE 1ST SEPTEMBER 2014</u> | |
| <i>The minutes of the meeting on the 1st September stated 12.30am instead of Pm, apart from this change they were taken as read as an accurate records of the meeting, proposed by Cllr Paul Bryant, seconded by Cllr john Tudor and carried.</i> | | |

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| PP13/14 | <u>TO AGREE THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 1ST SEPTEMBER 2014</u> | |
| <i>The confidential minutes of the meeting on the 1st September stated 12.30am instead of Pm, apart from this change they were taken as read as an accurate records of the meeting, proposed by Cllr Paul Bryant, seconded by Cllr john Tudor and carried.</i> | | |

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| PP14/14 | <u>TO RECEIVE ANY QUESTIONS FROM ANY MEMBERS OF THE PUBLIC</u> | |
| No members of the public were present. | | |

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| PP15/14 | <u>TO RECEIVE AN ANALYSIS MONTH BY MONTH OF THE GROUNDS STAFF TASKS AND THE HOURS REQUIRED TO COMPLETE THESE TASKS</u> | |
| <p>The Policy and Procedures Committee reviewed the analysis of the grounds / property related tasks. It was agreed to change all grass cutting to once a week only. The Clerk to make the following amendments</p> <ol style="list-style-type: none"> 1) Add in cleaning cover 2) List assumptions i.e. one cut per week 3) Highlight items which potentially are recoverable (i.e. not the PC responsibility) 4) Work out the total tractor hours 5) Add in hours where missing and add litter picking and hours for CCCC car park <p>It was agreed that sufficient work exists during winter and summer months to warrant continuing with the structure of two full time ground staff. With 1 post vacant there is a requirement to recruit.</p> <p>It was agreed any positions should be 37 hours per week.</p> <p>Further work is required to produce a policy on standards of grass cutting to help manage parishioner's expectations. Consideration needs to be given on how to manage of the summer peak in workload that the analysis shows is above the hours available with two full time staff.</p> | | |
| PP16/14 | <u>TO CONSIDER A RECOMMENDATION TO THE FULL PARISH COUNCIL FOR JOB TITLES, PERSON SPECIFICATIONS, RENUMERATION AND JOB DESCRIPTIONS FOR PARISH COUNCIL GROUND STAFF</u> | |
| <p>The Committee reviewed the previously circulated job titles, descriptions, specifications and proposed salaries.</p> <p>The Committee were in agreement that the current Grounds Technical Officer job title did not reflect the scope and purpose of the role and therefore it was agreed to recommend to change the title to Grounds and Facilities Manager.</p> <p>The fixed salary for the G&F role was agreed at £22K per annum and the assistant groundsman salary of between £16K to £18 per annum depending on age and experience.</p> <p><i>The Policy and Procedures Committee recommend to the Parish Council the change in job titles, job descriptions and person specifications for the two full time grounds staff position (37 hours per week) and that the vacancy for the Grounds and Facilities post be advertised immediately with a fixed salary of £22,000 per annum. Proposed by Cllr Maggie Hill, seconded by Cllr Bryant and carried.</i></p> | | |

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| PP17/14 | <u>TO CONSIDER A RECOMMENDATION TO THE FULL PARISH COUNCIL FOR THE ADOPTION OF THE RECRUITMENT AND SELECTION PROCEDURE</u> | |
| <p>The Committee review the policy and made some minor changes to sections 1, 3.3 and added in section 13.3.</p> <p><i>Subject to those changes, It is the recommendation of the Policy and Procedures Committee that the Parish Council adopt this recruitment and selection policy for immediate implementation. Proposed by Cllr Paul Bryant, seconded by Cllr John Tudor and carried.</i></p> | | |

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| PP18/14 | <u>TO CONSIDER A CONFIDENTIAL MATTER WHICH IS EXEMPT UNDER SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972.</u> | |
| <p>The Committee broadly reached an agreement on merging the booking clerk and assistant clerk job roles. The Clerk to write job descriptions for the next meeting.</p> <p>The NALC guidelines for the cost living increase has not yet been released.</p> <p>No decisions were therefore made.</p> | | |

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| PP19/14 | <u>TO AGREE MATTERS FOR THE NEXT MEETING</u> | |
| <p>It was agreed the following policies to be reviewed / drawn up for on the next meeting</p> <p>Tree policy – Led PB Lone working policy – Lead MH Pension policy – Lead Clerk Volunteer policy - Lead MH</p> | | |