

BUCKHURST HILL PARISH COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE HELD AT 8:00pm ON THURSDAY 19 JULY 2018 AT BUCKHURST HILL LIBRARY, 165 QUEENS ROAD

001/18 **PRESENT**

Cllrs: Mr N Wright (Chairman)
 Mr B Nagpal
 Mrs S Patel
 Miss G Reynolds

Also Present: Cllr S Clark
 Cllr R Sparrowhawk

In Attendance: Mr K O'Brien (Clerk)

002/18 **APOLOGIES FOR ABSENCE**

There were no absentees.

003/18 **DECLARATIONS OF INTEREST**

There were no declarations of interest on any agenda item.

004/18 **MINUTES**

The minutes of the Personnel Committee meeting held on the 14th March 2018, circulated, were AGREED and the Chairman authorised to sign them.

005/18 **PUBLIC PARTICIPATION**

There were no members of the public present.

006/18 **CHAIRMAN AND CLERKS COMMUNICATIONS**

There were no items of correspondence.

Cllrs Clark and Sparrowhawk left the meeting at this point in the meeting.

The committee moved into private session for the remainder of the items to be discussed (Public Bodies [Admission to Meetings] Act 1960.

007/18 **SIGNIFICANT NATIONAL EVENT – GUIDANCE DOCUMENT**

The Clerk updated Councillors on progress since the last meeting. The Clerk had held several meetings with local organisations and is intending to arrange a meeting involving all parties after the Summer Holidays. It is hoped that a draft document will be ready for Personnel and Full Council to consider towards the end of the year.

008/18 **CLERKS REPORT**

The Clerk gave an update on progress since the meeting of March 14th. The Key Points being:-

During this time he had been actively involved in progressing the following projects/tasks:-

- Police Special Constable: - Arranged and participated in discussions with Essex Police regarding a Special Constable for Buckhurst Hill. One candidate understood to have just started training. Will continue the Day-to-Day liaison with Essex Police to update members.
- PCSO now on the streets of Buckhurst Hill. Continuing the day-to-day liaison with Essex Police.
- Local Plan – Monitoring developments currently.
- Halls Feasibility Project - Liaising with architects, surveyors etc on Options Appraisal and design requirements. Liaising with Roding Rifle and Pistol Club; arranging and attending meetings with legal advisors, independent surveyors and other interested parties in this regard.
- Halls/Asset Management and Maintenance: - Arranging/overseeing routine and reactive maintenance. Completing verification of asset register and

condition of same assets. Monitoring and reporting on usage of halls etc. Overseeing and maintaining a proper inspection regime for the halls, playgrounds and play equipment.

- Neighbourhood Plan - Working with Chair and Vice-Chair in organising our Follow-up consultation questionnaire and analysis. Organising and attending meetings in connection with the same.
- SpeedWatch – Set-up BH SpeedWatch. Attended the first four sessions. Now handed over to Gav Patel, who will co-ordinate going forward.
- Library Volunteers - Overseeing and managing the further development of the volunteers' service in the Library which came "Live" in June 2016. Liaising with Essex Libraries to arrange supplementary training for Volunteers to further develop the scope of their delivery.
- Outdoor Gym – Continuing search for an alternative site.
- Summer Events – Working with Councillors to instigate a Summer Event for BH, along with other similar projects.
- "Christmas in Queens Road" event - In conjunction with colleagues, overseeing and managing the areas of Parish Council responsibility for the 2018 event.
- Allotments Management Agreement - Progressing negotiations with BHLGCIC regarding a Management Agreement for the allotment sites in Buckhurst Hill. Meeting with Legal representatives etc.
- "Village Green" and "Stacey Gardens":- Overseeing the search for the ownership of the Village Green; temporary grass-cutting arrangements. Stacey Gardens: - Overseeing the refurbishment of Stacey Gardens and various "dedication" arrangements.
- Parish Office Team – Overseeing the recruitment process and selection of new Library Volunteer and Administration Assistant.
- Parish Council Policy Documents – Progressing review of HR Policy. To go to Full Council in September.
- GDPR - Overseeing the implementation of the new regulations.

The Clerk reported on the Long-term sickness of the Finance & Administration Assistant (FAA) and reiterated his preparedness to continue to update members. As a consequence of the FAA's absence the Projects & Administration Assistant (P&AA) had covered a great deal of the FAA's work as well as her own. It was generally acknowledged that she had gone "over and above" during this difficult time. When combined with the overall standard of her work, approach and application to her own work, she has demonstrated a great wealth to the Parish Office Team. As a consequence the Clerk asked Councillors to support a recommendation to go to Full Council for the P&AA's salary level to be raised to SCP 21. Councillors unanimously AGREED to support this recommendation.

The Chairman stated his regret at the Clerks decision to retire in January 2019 but fully understood his reasons and thanked the Clerk for his hard work on behalf of the whole Council. Following the subsequent lengthy discussion it was unanimously AGREED that a provisional outline and timescale for the recruitment process to be placed before the next Full Council meeting.

Cllr Reynolds arrived during this item.

009/18 KEY PRIORITIES

Key priorities for the Clerk and the Parish Office Team were discussed. It was unanimously AGREED that the Level 1 Key Priorities over the next six months or so must be recruitment of the Police Special Constable; the progress of the Community Halls Feasibility, the launch of the new Website and a review of Caretaking arrangements.

There being no further business the Chairman thanked Members for attending and closed the meeting at 21:00.

Chairman

Date