

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
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Address: The Village Hall, Pepper Street
Lymm WA13 0JB



MINUTES OF THE STAFFING COMMITTEE held on Monday August 10th 2020 by Zoom

In Attendance: * **Cllr K Buckley**
 * **Cllr I Marks**
 Cllr A Cooper
 * **Cllr G Hawley**

Also present: Kerry Duffin (Clerk)
Jackie Weaver (CHALC)

1. Welcome, Introductions and Housekeeping

The meeting opened at 2pm and all were welcomed and introduced.

2. Apologies

Apologies were sent by Cllr Cooper.

3. Code of Conduct – Declaration of Interests

Members were reminded of their responsibility to declare any personal interest or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.

4. Follow up from previous meeting and actions (Appendix)

All actions were reviewed and have been actioned or superceded by today's meeting and agenda.

5. HR follow up – Joined by Jackie Weaver, Chalc

A discussion of the shared documents took place. The recently sent HR letter was discussed and agreed that it was clear and fair.

There was a discussion of the handbook, contracts and the context of all of these documents as a package. Clerk to review some SLCC templates and compare to the Staff Handbook in light of recent events.

It was agreed to:

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- a) The HR issue, letter and delegated responsibilities to be ratified at the next Full Council meeting
- b) Policy documents and handbook to be amended (see below)
- c) Clear supervisory responsibilities to be delegated to Environment Manager – check JD and contract for details
- d) Update to be made to staff requiring clearer timesheet information
- e) Clerk to follow up updating entire Staff Handbook with WBC

6. Lone Worker Policy

Update the policy adding more detailed mobile telephone wording, ratify and reissue to staff.

7. Smoking Policy

The Health and Safety section in the Staff Handbook clearly indicates a no smoking policy whilst at work. No additions needed in this section.

8. Disciplinary Procedure

The policy was discussed and will be updated and ratified at the next meeting. The policy needs to have a clearer section for how decisions are made at the various stages of hearings as well as who makes this.

9. Staff hours & leave

This information will be brought to the next meeting.

10. Environment Warden Post

JD, Person and Spec and advert all approved for **RECOMMENDATION** at the next Full Council, with an advert being placed across social media, the Parish Council website and local notice boards. Clerk to find costs for Warrington Guardian and Warrington Borough Council for the option of placing adverts.

11. Date of next meeting

17th September 2020, 6.30pm

The meeting closed at 3.45pm.