



Minutes of the Organisation, Methods and Personnel Committee

The Committee met at ~~7:30~~^{8:00} pm on **Monday 21st January 2019** in Committee Room 1 at the Parish Hall, Great Baddow. Councillor Mrs S Young chaired the meeting.

Present: Councillors Mrs C Shaw, Mrs J Sosin, ~~Mrs V Chiswell~~, Mrs D Ronaldson, K. Ronaldson, A Sosin

In attendance: Clare Milligan The Clerk of the Council

611/18 Apologies for Absence

Apologies for absence were received from Cllr G Jarvis. *AND Mrs V. CHISWELL*

612/18 Declarations of Interests

There were no declarations of any Disclosable Pecuniary Interests, Other Pecuniary Interests or Registerable Non-Pecuniary Interests.

613/18 Minutes

The minutes of the meetings held on 22nd October 2018 were agreed and signed, proposed by Cllr Mrs S Young and seconded by Cllr Mrs J Sosin.

614/18 Public Question Time

There were no members of the public present

615/18 Clerk's Report

Nothing to report

616/18 Health and Safety and Welfare

The Clerk reported that there were no accidents or incidents over the past 3 months. Sick Leave was recorded as 18 days in total amassed by 4 members of staff.

The councillors then looked at the new Health & Safety Policy and suggested changes to the Clerk for the first few pages. As this is such a large document the Clerk will send out a copy to certain council members who will look through the policy and send any changes to the clerk by the 15th February 2019 and then another OM&P meeting will take place in May to agree the whole document.

617/18 Training Plan 2018

The Clerk distributed the training schedule that took place last year and advised that once all members of staff have had their performance management in March/April a plan for 2019 will be available. The Clerk then went through the training for the councillors and it was agreed that all the updates would be relevant, and the Clerk was asked to organise for EALC to come to the Parish Hall to undertake the training for 2 Saturdays after the May elections.

618/18 Matters for Information

None

619/18 Private and Confidential

It was resolved that the meeting would be closed to the public and press under the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted in the following items. Proposed by Cllr Mrs S Young and seconded by Cllr Mrs J Sosin and agreed unanimously.

620/18 Staffing Update

The Clerk gave an update on the staffing issues

There being no further business the meeting was closed at 9:05pm

Signed.....*J E Sosin*.....Chairman.....*11th February 2019*..... Date