

COOKHAM PARISH COUNCIL**Minutes of a Meeting of the STAFFING COMMITTEE
Held in the Community Room on Tuesday 6th September 2022, at 6.30pm**

PRESENT: Cllrs L. Austin, M. Brar and M. Howard.
No members of the press or public were present.

Cllr M. Howard chaired the meeting.

1. APOLOGIES:

Apologies were received from Cllr C. Aisladie.

2. DECLARATION OF INTEREST:

None declared.

3. TO ELECT A CHAIRMAN OF THE STAFFING COMMITTEE:

Cllr C. Aisladie had indicated that she was willing to take up the role of Chairman of the Committee. Therefore, on the proposal of Cllr M. Howard, seconded by Cllr M. Brar, Cllrs unanimously approved Cllr C. Aisladie as Chairman of the Staffing Committee.

4. DISPLAY SCREEN EQUIPMENT:

The Council should check that employee's workstation and computer equipment is suitable for the job and doesn't cause any ongoing issues. Cllrs reviewed the HSE Working with display screen information sheet and workstation checklist.

a. To agree the provision and reimbursement for eye tests and glasses – DSE requirements:

Further information is required with regards value of any claims, Cllrs Howard and Aisladie to follow this up with Croner HR.

b. To review the use of a DSE checklist: Further work is required as part of the council's health and safety procedures.

5. TO CONSIDER THE DEVELOPMENT OF A STAFF TRAINING PROGRAM WITH PARTICULAR REFERENCE TO HR AND H&S INDUCTION TRAINING:

a. To confirm what should be covered and collate a checklist with assistance from the Croner HR and H&S Teams:

Cllr L Austin referred to the Health and Safety staff manual offered by Croner. This was reviewed during the Croner H&S audit in April but needed further work before approval at Council. Cllr Austin will move this forward and this should bring out items required for an induction checklist.

b. To agree a Cllr volunteer to deal with this with Croner HR:

As Chairman of the Committee Cllr C Aisladie will be the liaison point with Croner HR, Cllr L. Austin on H&S.

6. TO REVIEW AND APPROVE A LONE WORKING POLICY FOR COUNCIL EMPLOYEES:

Cllrs reviewed and unanimously approved the current version of the policy.

Cllrs will consider if further steps are required with regards to leaving safely after a meeting. If a staff member doesn't wish to lock up alone, they are encouraged to raise this with the chairman of the meeting at the time.

7. TO REVIEW AND APPROVE THE WORKING FROM HOME POLICY AND CONSIDER THE IMPLEMENTATION OF THE POLICY:

The Working from Home policy was unanimously approved subject to the additional point 'All members of staff need to be in post for at least six months before the Working from Home policy can be implemented.'

8. TO DISCUSS FUTURE CONSIDERATIONS FOR INCLUSION IN THE BUDGET PROCESS FOR THE NEXT FINANCIAL YEAR:

Equipment: Checks needed to ensure office equipment is appropriate or need replacing.

The meeting closed at 7.15pm