

Staffing Advisory Group

Update December 2021

Actions/ Agreements (Confidential Items removed)

- Objectives for Handymen. Use with appraisals. Set dates for appraisals in New Year. RM
- Provide an e mail setting out where the handymen previously undertook weed killing. RM
- Complete inventory of tools, including checking the names against photos and getting prices for insurance purposes. RM
- Check how best to mark tools as BPC assets. SA
- Check insurance position re tools when inventory complete. RM/SA
- Check and confirm that we have risk assessments for all tools. Send then to Sue. RM
- Meet with Amy Burbidge to clarify situation re MVAS Unit for Perry Road. CU
- Handymen Work Schedule – defer to next meeting. There may be changes in working practices in light of Biodiversity report which will affect the schedule. Meet with Mark Ward on 15th Dec at 9am. CU/AHJ,
- Safety checks and insurance issues arising from zip wire.
 - Review insurance nearer delivery date. RM/SA
 - Complete risk assessment. RM/SA
- Ramune's Equipment
 - Printer. Keep under review. RM
 - Use commercial printers for big jobs. RM
 - Need message facility on Ramune's mobile. CU/RM
- Recruitment of Assistant Parish Clerk.
 - Circulate draft Advert for comment. AHJ
 - Advertise via CAPALC, website, Facebook and Roundabout. AHJ
- VHT. Confirmed two additional bins for valley to be included as part of 8 hours per month.
 - Brief Mat Beldon about Handymen arrangements at liaison meeting. SA/CU
- Next Meeting 31st January at 2pm. AHJ