

Minutes of the Employment and Machinery Committee of the Parrett Drainage Board held on Tuesday 13 October 2015 at Bradbury House, 33-34 Market Street, Highbridge, Somerset TA9 3BW at 2.15pm
Chairman: Brian Rowe

This meeting had been rescheduled from 08 September 2015

1	Attendance and Apologies: as register appended	Action
2	Items additional to the agenda: None	
3	Declarations of interest: None at this time.	
4	Minutes of E&M Sub-Committee meeting 24 February 2015: (appended) having been previously circulated the minutes were signed by the Chairman as a true and correct record of the meeting held. All in favour.	
5	Matters arising: Item 5 Minehead investigations – following a full discussion relating to providing services to West Somerset District Council to undertake works on attenuation ponds, it was agreed to continue discussions for works to be completed and re-charged to WSC. Proposed P Maltby, Seconded M Young ‘that Notice is served on Butlin’s for works to be completed and that Cllr Brenda Maitland-Walker is invited to join the Employment & Machinery Sub-Committee.’ Vote: unanimous RESOLUTION 1	RES 1 NWS
6	Item 9 Vehicle Tracking – P Ham (PSH) advised that Satrak Tracker systems will be delivered and fitted to the Board machinery in the near future.	
7	Health and Safety monitoring Report: - No accidents or incidents to report	
7	Expenditor’s channel maintenance update and diesel prices (by exception): (appended) P Ham (PSH) gave an overview of the report: <ul style="list-style-type: none"> • A House is working one week behind schedule due to attending to Minehead works • Stawell and Bawdrip areas are due to be completed by the end of November as programmed • A review of completion dates is required to tie-in with agricultural practices • Fivehead River: this area has been observed and monitored intermittently as required however members requested that consideration is given to including this important watercourse in the routine maintenance schedule; R Vaux and J Lock will visit local landowners to ascertain local opinion • River Isle – the Environment Agency has undertaken maintenance; members expressed that a good job had been done • Diesel prices are currently 41ppl - contract states 70ppl The report was duly noted by members.	PHS
8.	Staffing including Terms and Conditions: (appended) members were advised that a meeting had been held with the Expenditors to discuss terms and conditions and pension auto-enrolment. A list of proposals and recommendations was discussed at length, it was agreed the following conditions be recommended at a further meeting with the Expenditors: <ol style="list-style-type: none"> 1. Continuous Service: recommendation accepted by members 2. No incremental progression: review of salary, training and progression to be an annual appraisal held in March, in line with other staff, to include consideration to cost of living, etc. The Finance & Governance Sub-Committee meeting of 01 September 2015 agreed in principal to enter the Local Government Pension Scheme as a minor contributor from January 2016. 3. Hours of Work: recommendation accepted by members 4. Call out and standby: all overtime to be at a rate of time and one half, including weekends, bank and public holidays. 5. When to take annual leave: recommendation accepted by members with the following amendment to 1.3 At least half of your holiday entitlement must be taken during April-July (inclusive), on consecutive days if required by management. 6. Sick pay scheme: It was agreed to adopt the Statutory Sick Pay scheme. 7. Parental leave: It was agreed to adopt the Statutory Paternity Pay. 8. New Codes of Conduct: additional clause – substance abuse (alcohol and drugs) to be included. It was agreed that a sub-committee would be created to meet with the Expenditors to resolve issues if necessary; T Bradford, B Rowe and D Spicer.	
9.	Machinery and vehicles: Plant – PSH advised that the hydraulic hose on the slew had been repaired; it was agreed to research if bio-ethanol oil is the reason for the pipe’s bursting on a regular basis.	PSH

It was further agreed to investigate prices of a new machine for consideration at the February meeting.

PSH

Flail: PSH advised that a crack in the flail head had been welded. Members were advised that a basic head replacement would cost £6,500. After discussion it was agreed to continue welding when necessary.

Toyota truck: members were advised that the red truck had a leaking axle. It was agreed to source local servicing arrangements rather than continue with Toyota agents.

PSH

- 10 **Expenditor's Programme of Works: Beer Wall:** PSH advised that work had been completed on clearing vegetation in and over the channel, rather than undertaking tree removal; members were not satisfied with the work undertaken.

Nythe Road: members were advised that a culvert had collapsed under the road preventing drainage of the area, however Somerset County Council will not accept responsibility or undertake repairs at this time. NWS advised that the IDB did not have a liability for the culvert however its collapse would cause detriment to the Board's drainage interests. It was agreed, after discussion, to monitor the situation and make the SRA aware of the concern.

PSH/
NWS

- 11 **Any Other Business:** Chadmead Ditch: PSH advised that works had been undertaken to widen this watercourse; culverts are to be installed where necessary. Members were advised that £25k contribution is available from SCC funding.

- 12 **Date of next meeting:** 23 February 2016

There being no other business the Chairman thanked members and officers for attending and closed the meeting at 16.15

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CHAIRMAN

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DATE