

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held at 7.30 p.m. on Monday 30th March 2009 in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman	Councillor Ms B Phipps
Vice Chairman	Councillor D J Major
Councillors	Councillor Miss I Young (Ex-Officio)
Councillors (non-voting)	Councillor K D Williams
Officers:	Mr T Perkins - Clerk to the Council

538. Apologies for absence

Apologies were received accepted and recorded from Councillors Daily, Lay and White.

539. Minutes of the Meeting

It was proposed by Councillor Miss Young, seconded by Councillor Major and **RESOLVED** that the minutes of the meeting held on 15th September 2008, copies of which had been sent to all Members of the Parish Council prior to the meeting, be taken as read and were signed by the Chairman as a correct record.

540. Declarations of Interest

None.

541. Staff Handbook

Members noted the Health & Safety Policy and that it was included in the Staff Handbook which had been properly adopted at a previous meeting. The Clerk was asked to check if there was still a statutory requirement for the policy to be signed, dated and displayed in places of work.

Amendments were noted to the Maternity & Paternity Leave arrangements, Flexible Working and Sickness Scheme. The Clerk was asked to update the Staff handbook under his delegated authority.

The Clerk presented a draft "Whistleblowing" Policy and requested member input as the policy was proving difficult to draft. Members agreed that it was currently too "wordy" and lacked plain English and that it probably needed editing down to around one page. Members agreed to consider at a future meeting, Councillor Ms. Phipps would check similar policies in the sector in which she worked.

542. Delafield Consulting

Members agreed that the contract with the above be extended for a further year, the Clerk would arrange this under his delegated authority.

Members though asked the Clerk to keep the committee updated on the TRDC and Watford BC move to a shared services organisation for HR support and report back if there was going to be an opportunity for Parish Councils to benefit from this new arrangement.

The Clerk was asked to copy NALC employment briefings to Philip Delafield.

543. Clerk's Report

Members agreed that a £50 emergency call-out payment was staff appropriate. As detailed, this would cover the first two hours overtime for any call out, when normal overtime rates would be paid, the allowance would be subject to the usual deductions. The Clerk expected that this would not be paid very often.

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Members noted the Clerk's request for an allowance to be paid to qualified First Aiders. Before giving this further consideration members requested clarification on:

- Parish Council's statutory responsibility to have trained first aiders on staff.
- Our insurers view on liability, should a first aider treat a member of staff or member of the public, during duty hours.

The clerk will investigate and report to the next meeting of this committee.

Bar Staff

Members noted the Clerk and Facilities Manager were giving consideration to hiring "glass collectors" on busy nights in our bars. Whilst within the law, the Clerk was concerned about the issues that would arise from employing an under 16-17 year old in this role and will give this further consideration.

It was proposed by Councillor Major, seconded by Councillor Miss Young and **RESOLVED** that the Clerk be given authority to, in exceptional circumstances pay bar staff a bonus of up to £25. This to be reported to the Leisure Committee through the Clerk's report, when paid.

544. Clerk's Working Hours

The Clerk report that he was currently around 70 hours in credit, but was happy with the way his working hours were operating.

Councillor Phipps to report back to the committee on revised arrangements.

545. Staff Sickness

It was proposed by Councillor Major and seconded by Councillor Miss Young and **RESOLVED**, that as the following item dealt with a member of staffs terms and conditions of employment the press and public be excluded from the discussion, under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, ss100 & 102.

The meeting closed at 9.15pm.

Signed: _____

Dated: _____