

## Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held at 6.30 pm on Monday 12<sup>th</sup> September 2011 in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman	Councillor Ms B Phipps
Vice Chairman	Councillor S Giles-Medhurst
Councillors	Councillor S L Bedford Councillor D Croker Councillor D Major Councillor Mrs J Lay Councillor Miss I V Young
Officers:	Tim Perkins - Clerk to the Council

The meeting opened at 6:30pm.

### 167. Election of Vice Chairman

It was proposed by Councillor Sara Bedford, seconded by Councillor Derryck Croker and **RESOLVED** that Councillor Stephen Giles-Medhurst be elected Vice-Chairman of this committee for the current council year.

### 168. Apologies for absence

Apologies were received, accepted and recorded from Councillor Samantha Heilling (work commitment).

### 169. Declarations of Interest

None.

### 170. Public Participation

No members of the public had expressed an interest in addressing the public.

### 171. Minutes of the Meeting

It was proposed by Councillor David Major, seconded by Councillor Miss Ivy Young and **RESOLVED** that the minutes of the meeting held on 8th November 2010, 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.

### 172. Staff Handbook

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Sara Bedford and **RESOLVED** that section 4.14 of the Staff Handbook be amended as follows, to delegate authority on the suspension of staff in the absence of the Clerk.

*"The Clerk to the Council will act on behalf of the council in all matters related to the employment of staff. In the absence of the Clerk the Parish Council's Staffing Committee has granted delegated authority to the Finance Officer or Facilities Manager to act in absentia."*

### 173. Grounds Person Apprentice

Members supported the initial proposal from the Clerk that the Parish Council should consider employing a Grounds Person Apprentice. The Clerk was asked to carry out further research and refer the matter to the Leisure Committee, under whose budget and delegated authority this would fall.

The Clerk was also asked to give consideration to employing an Administrative Apprentice, the Clerk supported the idea, but felt there would be practical issues in terms of the lack of office accommodation.

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If apprentices were to be appointed by the Parish Council members were keen that they should come from the Parish area.

**174. Exclusions of the Press and Public (Part II)**

It was proposed by Councillor Sara Bedford and seconded by Councillor Derryck Croker and **RESOLVED** that as the following item will consider the terms of contracts that the Parish Council may be entering into, the press and public be excluded from the discussion, under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, s100 & 102.

**175. Employment Law, HR and Health & Safety Management**

It was proposed by Councillor Derryck Croker and seconded Councillor Sara Bedford by and **RESOLVED** that this committee recommends to the Finance and Administration Committee that the Parish Council should appoint Ellis Whittam on a three year fixed rate contract to provide Human Resources and Health and Safety consultancy, with effect from 1<sup>st</sup> April 2012.

The meeting closed at 6.58 pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_