

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

20th October 2015.

To Members of the Staffing Committee

Councillors Liz Burns, Stephen Giles-Medhurst (Chairman), Brenda Kersey, Jane Lay, David Major, & Owen Roe.

The next meeting of the Staffing Committee will be held at the above address on Wednesday 28th October 2015 at 9:00 am when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins
Clerk to the Council

AGENDA

1. **Apologies for Absence**
To receive and accept apologies for absence.
2. **Declarations of Interest**
To receive declarations of interest in items on the agenda.
3. **Public Participation**
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. **To confirm the Minutes of the Meeting held on 22nd July 2015.**
5. **Succession Planning and Business Organisation**
To consider the next stages following the Informal Staffing Committee Meeting held on 20th August 2015.
6. **Meetings Schedule**
To consider the report from the Clerk. (See Clerk's report item 1.)
7. **HR & Health & Safety Support Services**
To receive a presentation a presentation from Cathy Watson Head of Human Resources - Watford & Three Rivers of their HR and H&S Services.
8. **Exclusion of the Press and Public (Part II)**
As the following items will consider matters related to the employment of staff a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100 & 102.
9. **Support Staff**
To receive a verbal update from the Clerk. (Previous min. 100 refers.)

Abbots Langley Parish Council
Clerk's Report - Staffing Committee - October 2015

1. Meetings Schedule

Previously arranging meetings of this committee on an "as required basis" has not been too much of a problem. Fridays at 09:00 seemed to suit most. But it is proving increasing difficult to arrange meetings due to committee members busy lives.

If members could agree a preferred day of the week, I will add four meetings of this committee into the meetings calendar for next year. If there is no business to transact then the meeting will be postponed.

The nature of this committee is that sometimes it has to react to events, so ad hoc meetings may be required, but if I know which day, or days, of the week generally suit members I will try and arrange accordingly.

Tim Perkins

Clerk to the Council
20th October 2015.

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