

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

15th March 2016.

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 2nd March 2016 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 28th October 2015.**
- 5. Succession Planning and Business Organisation**
To consider the next stages in the above. (See min. 214, 28th October 2015 Staffing Comm. meeting.)
- 6. Office Working Hours**
To consider the report on office staff working patterns. (enclosed)
- 7. Long Service Award Scheme**
To consider implementing the above. (See enclosed copy of Three Rivers District Council's scheme and the Clerk's report item 1.)
- 8. Emergency Call Out Payment**
To consider amending the above. (See Clerk's report item 2.)
- 9. Local Government Pension Scheme**
To consider the report from the Clerk and resolve entitlement of staff to be in scheme membership. (See Clerk's report item 3.)
- 10. HR & Health & Safety Support Services**
To agree arrangements for the above from 1st April 2016. (See Clerk's report item 4.)
- 11. 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.

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12. Office Incidents

To consider the report from the Clerk on two incidents that involved Parish Council staff.

13. Support Staff

To receive a verbal update from the Clerk. (Previous min. 218 refers.)

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