

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held at 6.45 pm on Monday 13th January 2014 in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman	Councillor Belinda Phipps
Vice Chairman	Councillor Sara Bedford
Councillors	Councillor Jean Bowman (non-voting) Councillor Gloria Keaveny (non-voting) Councillor Brenda Kersey Councillor Jane Lay Councillor David Major Councillor Keith Williams
Officers:	Tim Perkins - Clerk to the Council

The meeting opened at 6:48 pm

269. Apologies for Absence

None.

270. Declarations of Interest

None.

271. Public Participation

None.

272. To confirm the Minutes of the Informal Staffing Meeting

Members noted the minutes of the Informal Staffing Meeting held on 9th May 2013.

The Clerk advised members that due to the above meeting not being a proper meeting, the minutes of the committee meeting held on 26th October 2012 were still pending approval. The Clerk will recirculate these with the agenda for approval the next committee meeting

273. Exclusion of the Press and Public (Part II)

It was proposed by Councillor Keith Williams and seconded by Councillor Jane Lay and **RESOLVED** that as the following matters related to the terms and conditions of employees, 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.

274. Clerk's Report

Members noted the Clerk's report on the recent resignation of a member of staff.

The Clerk and Councillor Belinda Phipps were thanked by members for all their hard work on this matter. In particular for the support Councillor Phipps gave to the Clerk during a very difficult process.

The Clerk was asked to consider if "Managing Challenging" behaviour training would be appropriate for some members of staff.

Looking forward the Clerk advised members that the priorities for this committee's review were:

- Update and re-launch of the appraisal process.
- Work on staff succession and organisational planning
- Review of Ellis Whittam service as we enter the final year of a three year contract.

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Councillor Phipps advised that she was currently working on a revised appraisal process in her organisation and would update the Clerk as this progressed.

As a starting point to the staff succession and organisational planning work the Clerk was asked to circulate the current job and person specification for his role and also those for the Finance and Facilities Manager.

The meeting closed at 7.26 pm.

Signed: _____

Dated: _____