

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Friday 6th June 2014 at 9.00 am in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman	Councillor Belinda Phipps
Councillors	Councillor Jane Lay Councillor Brenda Jersey Councillor David Major Councillor Keith Williams Councillor Gloria Keaveny
Officers:	Tim Perkins - Clerk to the Council

The meeting opened at 9:00 am.

47. Apologies for absence

Apologies were received, accepted and recorded from Councillor Sara Bedford (unavailable).

48. Declarations of Interest

Councillors Keith Williams and David Major declared an interest in agenda item 8. HR & Health and Safety Support, as members of Three Rivers District Council which is marketing its HR and Health & Safety services to Parish Councils

49. Public participation

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

50. Minutes of the Meeting

It was proposed by Councillor David Major, seconded by Councillor Jane Lay and **RESOLVED** that the minutes of the meeting held on 13th January 2014, 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.

51. Election of Committee Vice-Chairman

It was proposed by Councillor Jane Lay, seconded by Councillor Belinda Phipps and **RESOLVED** that Councillor Sara Bedford be elected Committee Vice-Chairman for the municipal year 2014-2015.

52. Delegation of Responsibility - Officer and Staff Recruitment

It was proposed by Councillor David Major, seconded by Councillor Brenda Kersey and **RESOLVED** that the Delegation of Responsibility - Officer and Staff Hiring be recommended for approval to the Parish Council without amendment.

53. Clerk's Job Description

Members deferred approval of the above.

The Clerk was asked to refer consideration of the communication between the Managing Trustees of Henderson Hall and the Parish Council to the next meeting of the Parish Council for further consideration.

An amended job description for the Clerk will be further considered by this committee following the discussions detailed above.

Members asked that point 5. in the draft job description be amended to include a reference to the agreement of new leases and that an additional point be added that reflects the role the Clerk should play in the drafting and implementation of strategic plans.

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54. HR and Health & Safety Support

Members noted the Clerk's report on the above and asked that the committee be kept updated on the options for support in these key areas.

55. Ground Apprenticeship

It was proposed by Councillor Jane Lay, seconded by Councillor Belinda Phipps and **RESOLVED** that Councillor previously discussed plans to take on a grounds apprentice be implemented.

56. Performance Management

Members asked that the Clerk develop an appraisal process for all levels of staff.

Members asked that it was not overly complex administratively, that it was kept reasonably simple and accessible and that it addressed performance areas such as quality control and customer feedback, particularly from hall users.

The Clerk will review the process with this committee prior to implementation.

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

It was proposed by Councillor Jane Lay and seconded by Councillor Brenda Kersey and **RESOLVED** that as the following matters related to the terms and conditions of members of staff, 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.

58. Living Wage

Members considered the Clerk's report on the above.

It was proposed by Councillor David Major and seconded by Councillor Jane Lay and **RESOLVED** that the Living Wage (£7.65 as at 06/06/2014) be implemented for all staff currently earning under this level, with effect from 1st April 2014.

The implementation of the Living Wage to be reviewed annually and paid as a supplement to current scale points.

Members noted that current pay negotiations may mean that the hourly rates affected may increase above the Living wage.

To be referred to the Parish Council for approval.

59. Role Evaluation

Members noted the report from the Clerk and the Hertfordshire Association of Parish and Town Councils professional advisor.

The Clerk was asked to clarify aspects of the report, benchmark further roles and report back to this committee.

The meeting closed at 10.48 am.

Signed: _____

Dated: _____