

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 22nd July 2015 at 9.00 am in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman	Councillor Stephen Giles-Medhurst
Councillors	Councillor Brenda Kersey Councillor Jane Lay Councillor David Major Councillor Owen Roe Councillor Leslie Proctor (non-committee member)
Officers:	Tim Perkins - Clerk to the Council

The meeting opened at 9:00 am.

90. Apologies for absence

Apologies were received, accepted and recorded from Councillor Elizabeth Burns (other commitment).

91. Declarations of Interest

None.

92. Public participation

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

93. Election of the Committee Vice-Chairman

It was proposed by Councillor Jane Lay, seconded by Councillor Brenda Kersey and **RESOLVED** that Councillor Elizabeth Burns be elected Committee Vice-Chairman for the municipal year 2015-2016.

94. Minutes of the Meeting

It was proposed by Councillor Jane Lay, seconded by Councillor Brenda Kersey and **RESOLVED** that the minutes of the meeting held on 24th October 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.

95. Succession Planning and Business Organisation

Members noted the Clerk's report on the above.

It was agreed an informal meeting would be arranged, facilitated by the Clerk and Carina Helmn, County Officer for the Hertfordshire Association of Parish and Town Councils to discuss Succession Planning and Business Organisation.

96. HR & H&S Support Services

Members noted the Clerk's report on the above.

Cathy Watson, Director of Human Resources for Watford BC and Three Rivers District Council will be asked to give a presentation to this committee when it next meets.

97. Staff Sickness & Confidentiality

Members noted the current absence rate for the calendar year to the end of June 2015 was 1.01%, compared to the national average for local government of 2.7%.

Members noted the requirement for confidentiality around the reasons staff were absent from work on medical grounds.

Abbots Langley Parish Council

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

It was proposed by Councillor Jane Lay and seconded by Councillor David Major 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.

99. Living Wage

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Jane Lay and **RESOLVED** that the Parish Council be recommended that the hourly rate for employees who receive the Living Wage supplement should be increased from £7.65/hr to £7.85/hr in line with the changes made by the Living Wage Foundation.

The committee will also ask the Parish Council to consider amending the committee's Terms of Reference so it holds delegated authority on matters related to pay and benefits.

100. Support Staff

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Jane Lay and **RESOLVED** that the committee accept option 1 in the report drafted by the Parish Council's employment advisors. The Clerk was asked to take further advise and proceed accordingly.

The meeting closed at 9.53 am.

Signed: _____

Dated: _____