

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 28th October 2015 at 9.00 am in the Council Offices, Langley Road, Abbots Langley.

Those Present:

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

The meeting opened at 9:00 am.

210. Apologies for absence

None

211. Declarations of Interest

Councillors Stephen Giles-Medhurst and David Major, declared an interest in agenda item 7 (min. 216) as members of Three Rivers District Council which currently contracts with Watford Borough Council for HR Services.

212. Public participation

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

213. 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 22nd July 2015, 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.

214. Succession Planning and Business Organisation

Members fed back the key points from their discussions on the above, held in August.

Members agreed there was a need to review both succession planning and business organisation, but that this need to be carried out in the context of a three to five year strategic plan.

Areas that need to be considered in the review included:

- Current workload allocation and time spent on key activities.
- Office redesign and refurbishment.
- Job evaluation and salary review process.
- Terms & Conditions review, including impact of market forces.
- Performance Management process.
- The strategic plan will inform the person specification when considering what the requirements are when a key position such as the Clerk is recruited.

Other points raised by members were:

- Does the Parish Council need to review all planning applications, or could it be more selective in those that it considers? The Parish Council though would need to be conscious of its role as advocate for residents and neighbours who may not feel confident in representing their concerns about an application.

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- A good working environment is vital for productivity and the wellbeing of staff.
- It is important that managers and staff feel supported by their employer. The Clerk added that he was currently the only contact on HR matters and it may be appropriate for staff to talk to an HR professional, rather than the Clerk, about certain issues particularly those linked to medical conditions.

The Chairman asked that any final decision on the office refurbishment be referred to the Parish Council for approval.

The Clerk was asked to present a report on functions and responsibilities in the office to the next meeting of this committee.

215. Meetings Schedule

Members agreed that future meetings of this committee will be scheduled on Wednesdays at 9:00 am.

The Clerk will include a quarterly meeting of this committee in the draft meetings calendar for 2016-2017 which will be considered by the Parish Council in November. Additional meetings may be required given the committee is probably going to have a significant workload over the coming months, these will be arranged as required on Wednesdays at 9:00 am

216. HR & Health & Safety Support Services

Members received a presentation from Cathy Watson, Head of HR for Watford Borough Council and Three Rivers District Council.

Members thought the services were worthy of further consideration, but with a three rather than six month notice period.

It was proposed by Councillor Brenda Kersey and seconded by Councillor Owen Roe and **RESOLVED** that the Clerk make budgetary provision of £5,000 from 1st April 2016 for Human Resources and Health & Safety services.

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

It was proposed by Councillor Stephen Giles-Medhurst 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.

218. Support Staff

Members noted the verbal report from the Clerk who confirmed the member of staff involved in a potential TUPE transfer had been advised of the situation and was in receipt of all relevant papers. A response from the potential new employer was awaited.

The meeting closed at 10.10 am.

Signed: _____

Dated: _____