

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 2nd March 2016 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

Officers: Tim Perkins - Clerk to the Council

The meeting opened at 9:00 am.

358. Apologies for absence

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

359. Declarations of Interest

None.

360. Public participation

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

361. 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 28th October 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.

362. Succession Planning and Business Organisation

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Jane Lay and **RESOLVED** that the Finance & Administration be asked to review the budgetary allocation for consultancy and design work for building options on the Works Depot and wider Manor Lodge site and any other property options open to the Parish Council.

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Jane Lay and **RESOLVED** that the Planning & Highways Committee be asked to review its remit in terms of which applications it has to consider. The committee will be asked if it needs to review all applications, or just those that have a significant impact on the Parish, with a view to reducing the administrative requirements of the committee. Target to report back to Parish Council in May, with an update to the committee's Terms of Reference, if required.

It was proposed by Councillor Brenda Kersey, seconded by Councillor Jane Lay and **RESOLVED** that Watford and Three Rivers HR Team be asked to carry out a review of job descriptions, posts and functions. Target to report back to the June meeting of this committee.

It was proposed by Councillor Brenda Kersey, seconded by Councillor Jane Lay and **RESOLVED** that Watford and Three Rivers HR Team be asked to carry out an urgent review into the grading of the Clerk to the Council's role. Target to report to this committee in April.

363. Office Working Hours

Members noted the report from the Clerk.

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364. Long Service Award Scheme

It was proposed by Councillor Jane Lay, seconded by Councillor Stephen Giles-Medhurst and **RESOLVED** that the Long Service Award Scheme, as implemented by Watford Borough Council and Three Rivers District Council be implemented by the Parish Council. The scheme will introduce an award, by voucher, after 20 years' service (£200) and 10 years' service (£100).

365. Emergency Call Out Payment

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Jane Lay and **RESOLVED** that the above be increased from £50 to £60 with immediate effect.

366. Local Government Pension Scheme

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Brenda Kersey and **RESOLVED** that all employees, full, part-time or on variable hours contracts are entitled to join the Local Government Pension Scheme.

This resolution is in addition to that passed on 12th July 1978 (min. 4) which approved the entry of all office and ground staff, currently and subsequently, employed by the Parish Council.

367. HR & Health & Safety Support Services

It was proposed by Councillor Jane Lay, seconded by Councillor David Major and **RESOLVED** that Watford Borough Council & Three Rivers District Council's HR Team be appointed to provide the above services from 1st April 2016. The Clerk was asked to agree the initial contract which will be subject to a twelve month review.

368. Calendar of Meetings

Members asked that an additional meeting of this committee be scheduled for 27th April 2016 at 9:00am, in particular to address min. 362, grading of the Clerk's role.

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

It was proposed by Councillor Jane Lay and seconded by Councillor Owen Roe 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.

370. Office Incidents

Members noted the Clerk's report on the two incidents that took place in the office.

Members asked that the Clerk identify appropriate training for dealing with possible disruptive behaviour by members of the public.

Members fully supported the policy agreed previously that when the office was open there should always be a minimum of two members of staff on duty.

371. Support Staff

Members noted the verbal report from the Clerk and asked to be kept updated on developments.

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The meeting closed at 10.32 am.

Signed: _____

Dated: _____