

## Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 27<sup>th</sup> April 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 Sheela Popat - HR Business Partner (Watford & Three Rivers HR)

The meeting opened at 9:03 am.

**431. Apologies for absence**

None.

**432. Declarations of Interest**

None.

**433. Public participation**

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

**434. Minutes of the Meeting**

It was proposed by Councillor Brenda Kersey, seconded by Councillor Jane Lay and **RESOLVED** that the minutes of the meeting held on 2<sup>nd</sup> March 2016, 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.

**435. Hertfordshire Pension Fund (LGPS) Pooling Arrangements**

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Brenda Kersey and **RESOLVED** that the Parish Council should stay in the pooling arrangements for the above, that the Parish Council is aware of its liabilities under the scheme and confirms that it will abide by the policies and procedures of the scheme.

A vote was requested and all members were in favour.

**436. Planning and Highways Committee - Review of Remit**

Members noted the review by the Planning & Highways Committee.

This may be referred back to the committee for further consideration as part of the Succession Planning and Business Organisation discussions that will take place in the new council year.

**437. Long Service Award Policy**

The draft policy had been agreed at the previous meeting of this committee.

It was proposed by Councillor Jane Lay, seconded by Councillor Brenda Kersey and **RESOLVED** that the Long Service Award Policy be approved.

Awards will be notified to the Parish Council and the Clerk will arrange for a presentation for those members of staff who immediately qualify for the award.

Abbots Langley Parish Council

**438. 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.

**439. Clerk's Role Grading**

The Clerk withdrew from the meeting for the discussion on this item. The committee was advised by Sheela Papat, HR Business Partner. The Clerk re-joined the meeting after members had reached their decision and confirmed the minute of the discussions.

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Brenda Kersey and **RESOLVED** that the Clerk's role be regraded as LC4 Scale on the benchmark range 56-60, effective 1<sup>st</sup> April 2016. Annual increments will be effective from 1<sup>st</sup> April 2017 until the post holder is at the top of the scale. All other contractual terms remain unchanged.

The decision was based on the advice received from our HR Business Partner, external benchmarking, internal review and analysis through the Gauge job evaluation software.

The Chairman will report this review to the Parish Council as the committee holds delegated authority on all matters related to pay and benefits. (PC min. 2015-2016 153iii.)

**440. Casual Staff Sick Pay**

It was proposed by Councillor David Major and seconded by Councillor Brenda Kersey and **RESOLVED** that sick pay be approved for casual staff as outlined in the Clerk's report.

Contracts of Employment for casual staff will be addressed as part of the HR review.

**441. Support Staff**

The Clerk advised members that the TUPE matter was reaching conclusion and providing there were no unexpected delays the member of staff would transfer employment to the Henderson Hub on 1<sup>st</sup> May 2016.

The meeting closed at 9.54 am.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_