

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 7th December 2016 at 9.00 am in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman	Councillor Stephen Giles-Medhurst
Vice Chairman	Councillor Liz Burns
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.

268. Apologies for absence

Apologies were received, accepted and recorded from Councillor Alex Michaels (unavailable).

269. Declarations of Interest

None.

270. Public participation

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

271. 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 8th June 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.

272. Committee Vice-Chairman

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Jane Lay and **RESOLVED** that Councillor Liz Burns be appointed Vice-Chairman of this committee for this municipal year.

273. Workplan Update

Members noted the update to the above and the revised time scales on some of the tasks. The Clerk is meeting with the HR Business Partner on 15th December to progress a number of the items.

Members asked that completed items are shown as struck through, with a closure date and moved to the top of the report.

274. Long Service Awards

Members clarified that the above should apply to long service casual staff as well as full time and part time staff, with the same level of awards.

The Clerk will add this clarification to the policy under delegated authority and reference to this minute.

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

It was proposed by Councillor Jane Lay and seconded by Councillor Liz Burns 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.

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276. Clerk Compassionate Leave

Members noted the leave taken and the Clerk thanked members for their support.

277. Works Team Staffing

- i. Members noted the report on part-time staff in the Works Team. The Clerk will review with our HR Business Partner.
- ii. Members noted the report on staffing of the main events the Parish Council support, Carnival, Fireworks and the Carol Concert. The Clerk will review the working arrangements for staff with the HR Business Partner.

The meeting closed at 9.28 am.

Signed: _____

Dated: _____