

## Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 8<sup>th</sup> March 2017 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.

### **363. Apologies for absence**

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

### **364. Declarations of Interest**

None.

### **365. Public participation**

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

### **366. Minutes of the Meeting**

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that the minutes of the meeting held on 7<sup>th</sup> December 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.

### **367. Accrued Holiday Pay Casual Staff**

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Brenda Kersey and **RESOLVED** that accrued holiday pay would be paid to casual staff at the revised rate of 10.7% and that be backdated to 1<sup>st</sup> April 2016. The estimated annual cost was £260.

Now resolved the Clerk will issue casual staff with the revised contracts of employment.

### **368. Staff Sickness (2016)**

Members considered the report and were pleased to note the low level of staff absence which is well below national averages for both public and private sector employers.

### **369. Workplan Update**

Members noted the progress on items on the workplan and agreed that work was needed on succession planning starting with the Clerk's role.

The Clerk will bring to the next meeting of this committee an updated job description for his role and drafts of the person specification and application pack.

The Clerk was asked to circulate the current organisational chart.

The current version of the Staff Handbook has been reviewed. The Clerk will make minor text updates under delegated authority.

Four sections will need updating due to legislative changes or to reflect best practice. The Clerk will bring these back to the next meeting of this committee so members can review prior to the handbook being reissued to staff.

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**370. Committee Meetings**

Members agreed that committee meetings would remain at 09:00. The next formal committee meeting will be as the calendar of meetings, 7<sup>th</sup> June 2017 an additional informal meeting will be scheduled for 19<sup>th</sup> July to allow members to discuss organisation and succession planning topics.

Sheela Popat our HR Business Partner will be asked to attend both meetings.

**371. 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.

**372. Works Team Staffing**

Members noted the member of staff was not will to return to part time working. As this was only confirmed a few days prior to the meeting the Clerk was unable to bring forward any alternative plans.

The Clerk will review options with colleagues and was asked to update Councillors Giles-Medhurst, Burns and Lay when possible.

Members are also asked the Clerk to review options for taking on a Grounds Apprentice with colleagues and our HR Business Partner.

The meeting closed at 10:07 am.

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

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