

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 7th June 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 Sheela Popat - HR Business Partner

The meeting opened at 9:02 am.

35. Apologies for absence

None.

Councillor Alex Michaels has indicated that he will stand down from serving on this committee. The Clerk will report to the Parish Council.

36. Declarations of Interest

None.

37. Public participation

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

38. Minutes of the Meeting

It was proposed by Councillor Liz Burns, seconded by Councillor Brenda Kersey and **RESOLVED** that the minutes of the meeting held on 8th March 2017, 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.

39. Committee Vice-Chairman

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Brenda Kersey and **RESOLVED** that Councillor Liz Burns be elected Committee Vice Chairman for the municipal year 2017-2018.

40. Staff Handbook

Members noted the changes detailed in the Clerk's Report that had been approved by our HR Business Partner. The changes updated the Staff Handbook in line with current legislation and best practise.

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that the changes as detailed be accepted.

The Clerk continues to hold delegated authority to update the Staff Handbook with routine and minor changes reporting any changes to this committee for information. Substantive changes will be referred to this committee for approval.

41. Clerk Recruitment Pack

Members discussed various updates to the pack contents. The Clerk will consolidate these and bring the final pack back to the committee for approval in September.

Members gave consideration to making the position "politically exempt". The Clerk will discuss with Hertfordshire colleagues and also our HR Business Partner and report back to the next meeting of this committee.

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Members also requested a report on the impact on the Parish Council's use of the "General Power of Competence", should a new Clerk be appointed that did not hold the CiLCA or Local Policy qualification that permitted the council to use the power.

Members also considered the Delegation of Responsibility for Officer and Staff Recruitment, which was approved in 2014. A number of changes to the document were requested including adding the Chairman of the Staffing Committee to the appointment panel for senior officers.

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that the Delegation of Responsibility for Officer and Staff Recruitment be updated as above and returned to this committee for approval.

42. Clerk's Report

Members noted the report on annual leave carried over.

43. 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.

44. Living Wage

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Liz Burns and **RESOLVED** that the Parish Council pay the Living Wage of £8.45 (previously £8.25) to eligible staff effective 1st April 2017 and that future changes are delegated to the Clerk to implement.

45. Work Team Staffing

Updates

Members noted that a member of the team was currently on restricted duties based on medical advice.

A member of staff that is in receipt of a HCC pension is working part-time for the council. Discussions are on-going with the HCC Pensions Team on the upper limit of salary that can be earned without impacting on their pensions entitlement.

Grounds Apprentice

The Clerk was asked to work with our HR Business Partner on the practicalities of employing an apprentice starting in the autumn of this year.

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Jane Lay and **RESOLVED** that if matters related to recruitment and appropriate college provision are resolved then an apprentice should be engaged. The Clerk will update members when further information is available.

The meeting closed at 9.37 am.

Signed: _____

Dated: _____