

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 6th September 2017 at 9.00 am in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Vice Chairman	Councillor Liz Burns
Councillors	Councillor Brenda Kersey Councillor Jane Lay Councillor Owen Roe
Officers:	Tim Perkins - Clerk to the Council

The meeting opened at 9:00 am.

160. Apologies for absence

Apologies were received, accepted and recorded from Councillor Stephen Giles-Medhurst (holiday).

161. Declarations of Interest

None.

162. Public participation

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

163. 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 7th June 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.

164. Delegation of Responsibility - Officer & Staff Recruitment

It was proposed by Councillor Brenda Kersey, seconded by Councillor Jane Lay and **RESOLVED** that the above was agreed and is recommended to the Parish Council for approval.

165. Clerk Recruitment Pack

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that subject to minor text amendments the pack including the following documents be approved.

- Internal Action List
- Applicant Information
- Background Information
- Organisation Chart
- Clerk Job Description
- Clerk Person Specification
- Application Form

The Clerk's report on the position being "politically neutral" was noted and the following text will be included in the Contract of Employment for the new Clerk.

"The Clerk to the Council is required to give advice on a regular basis to the Council, committees of the Council and individual members. The Clerk is also required to speak on behalf of the Council to print, broadcast and online media organisations.

The Clerk is expected to be "Politically Neutral". This means that the post holder is restricted in terms of public political activity. Further information is available from our Human Resources Business Partner."

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166. General Power of Competence

Members noted the report from the Clerk.

167. Works Team Apprentice

Members noted the specification of the apprenticeship programme and felt it was appropriate.

The Clerk was asked to work with Officers and our HR Business Partner to recruit and appoint.

The Clerk will keep the committee updated on progress.

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

It was proposed by Councillor Jane Lay and seconded by Councillor Brenda Kersey 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.

169. Office & General Staffing

Members noted the report from the Clerk.

The Clerk will update members at the next meeting of the committee.

The meeting closed at 9.36 am.

Signed: _____

Dated: _____