

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 6th December 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 David Major Councillor Owen Roe
Officers:	Tim Perkins - Clerk to the Council

The meeting opened at 9:00 am.

274. Apologies for absence

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

275. Declarations of Interest

None.

276. Public participation

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

277. 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 6th September 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.

278. Office Staffing

Members considered the report from the Clerk.

It was agreed that the Clerk would draft an initial job specification for recruiting a member of staff to cover the requirements of the Planning Committee, front desk support and subsequently supporting the Leisure Committee.

The draft job specification to be reviewed by our HR Business Partner and graded.

279. Grounds Apprentice

Members asked the Clerk to progress and were understanding of the difficulties in finding an appropriate apprenticeship programme due to the training providers changing the availability and content of programmes.

Our HR Business Partner is researching currently appropriate programmes.

280. Bullying

Members noted the Clerk's report.

The Clerk advised that there currently is not a "Bullying and Harassment" policy in place. One will be drafted and presented to the next meeting of this committee.

Abbots Langley Parish Council

281. Work Plan

Following to be added to the work plan.

- Bullying and Harassment Policy (as above).
- Update to Sickness Absence content in Staff Handbook.

The Clerk advised that the Facilities Manager, Finance Officer and Works Manager have completed the paperwork for the Personal Development Reviews, but the current significant work pressures mean the review meetings are currently pending.

The meeting closed at 9.37 am.

Signed: _____

Dated: _____