

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 6th June 2018 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.

37. Apologies for absence

None.

38. Declarations of Interest

None.

39. Public participation

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

40. 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 March and 11th April 2018, 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.

41. Committee Vice-Chairman

It was proposed by Councillor Brenda Kersey, seconded by Councillor Jane Lay and **RESOLVED** that Councillor Liz Burns be elected Committee Vice Chairman for the municipal year 2018-2019.

42. Bullying & Harassment Policy

It was proposed by Councillor Liz Burns, seconded by Councillor Brenda Kersey and **RESOLVED** that the updated policy be approved. (v1.3 final)

One amendment from the draft. Section 2.1.1 para. 3 “in absentia” to be inserted after “the Chairman”.

43. Delegation in Absence of the Clerk

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Liz Burns and **RESOLVED** that the draft policy be approved. (v1.0 final.)

The Clerk was asked to bring this to the attention of the Parish Council at its July meeting.

44. Sickness & Absence Policy

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that the draft policy be approved. (v1.0 final.)

45. Recruitment - Grounds Apprentice & Office

The Clerk updated members on the progress of the above recruitment and was asked to circulate the link to apprentice vacancy on the “Find an apprenticeship” website.

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

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Jane Lay 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.

47. Apprentice Management Allowance

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Liz Burns and **RESOLVED** that the above allowance be paid from the date of appointment of the Grounds Apprentice.

Facilities Manager SP38 + 1 scale point to SP39

Works Manager SP34 + 1.5 scale points to SP35.5

The Clerk to agenda an item on the July Parish Council meeting to enable the Chairman of the Staffing Committee to brief members on this decision.

48. Annual Leave

Members noted the annual leave booked by the Clerk.

The meeting closed at 9.27 am.

Signed: _____

Dated: _____