

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

30th May 2019.

To Members of the Staffing Committee

Councillors Liz Burns, Ruth Clark, Stephen Giles-Medhurst (Chairman), Jane Lay, & David Major.

The next meeting of the Staffing Committee will be held at the above address on Wednesday 5<sup>th</sup> June 2019 at 9:00 am when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins  
Clerk to the Council

### AGENDA

1. **Apologies for Absence**  
To receive and accept apologies for absence.
2. **Declarations of Interest**  
To receive declarations of interest in items on the agenda.
3. **Public Participation**  
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. **To confirm the Minutes of the Meeting held on**  
20<sup>th</sup> March 2019.
5. **Committee Vice-Chairman**  
To appoint a committee Vice-Chairman for the current municipal year.
6. **Exit Interviews**  
To consider the report from the Clerk. (Clerk's report item 1.)
7. **Recruitment - Bookings & Front Desk Officer**  
To consider the report from the Clerk. (Clerk's report item 2.)
8. **Exclusion of the Press and Public (Part II)**  
As the following items will consider matters related to the employment of staff a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.
9. **Job Role Grading**  
To receive a verbal update from the Clerk following discussions with our HR Business Partner.

**Abbots Langley Parish Council**  
**Clerk's Report - Staffing Committee - June 2019**

**1. Exit Interviews**

There was a brief discussion on the above at the last meeting of this committee. This was followed up by a not particularly helpful email from a past member of the committee that served to add little clarity to the discussion.

I have spoken to our HR Business Partner. Her view is exit interviews are of little value and are usually only used in the business units for which she is responsible where there are large teams of staff and there maybe some evidence, or concern, about management or supervisory issues.

Given that the staff establishment here has been stable for many years and the relatively high turnover recently was due to two members of staff relocating out of the area and one retiring some years after her "normal" retirement date, the value of a formal exit interview is questionable.

We agreed that probably the best solution would be for a paragraph to be added to the written acknowledgement to a letter of resignation, along the lines of:

*"If prior to your leaving date you would like an exit interview to discuss any matters related to your employment this can be carried out by the Clerk to the Council or our HR Business Partner. If you would like an exit interview then please advise..."*

**2. Recruitment - Bookings & Front Desk Officer**

The position was advertised through the popular Indeed recruitment website and also on the Watford Borough Council and Three Rivers District Council websites.

The Indeed website generated a huge number of responses, 120+ of which many were just simply useless, but they still had to be sifted and this took a significant amount of time.

We eventually got twenty-one valid applications which we shortlisted down to five and we subsequently appointed Florence Ollivierre-Stuart.

There have been similar high volume responses to advertisements placed on Indeed by WBC and TRDC and they have now introduced an application tracking system that has screening questions built in that weeds out the obvious "no hope" type applications. Hopefully we will not have to do any more recruitment in the immediate future, but if we do we will also use this system for application pre-screening.

Although expensive (£800' ish) we should also consider an advertisement in the local press, which also includes placing the vacancy on recruitment websites. This generated much higher quality applications when we were recruiting last year.

I have had so many bad experiences working with employment agencies that I avoid them. Maybe this should be reconsidered, but with agencies now charging around 20% - 25% of FTE (not part time!) salary this is a hugely expensive option.

**Tim Perkins**  
Clerk to the Council  
30th May 2019.

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