

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

14th March 2019.

To Members of the Staffing Committee

Councillors Liz Burns, Stephen Giles-Medhurst (Chairman), Brenda Kersey, Jane Lay, David Major, David Monk & Owen Roe.

The next meeting of the Staffing Committee will be held at the above address on Wednesday 20<sup>th</sup> March 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**  
5<sup>th</sup> September 2019.
5. **Sickness Absence**  
To note the report from the Clerk. (Clerk's report item 1.)
6. **Recruitment - Office**  
To receive an update from the Clerk. (Clerk's report item 2 and enclosed job specification.)
7. **Salary Review 2019-2020**  
To note the report from the Clerk. (Clerk's report item 3.)
8. **Clerk's Report**  
To note items on the Clerk's report not covered elsewhere on the agenda.
9. **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 & 102.
10. **Grounds Apprentice**  
To consider a change in terms and conditions for the above. (Clerk's report PII item 1.)

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

**1. Staff Absence 2018**

The above is measured over the calendar year as this aligns with the Office for National Statistics measurement period.

In 2018 the Parish Council lost 1.6% of working days due to sickness absence.

A significant part of this was due to one member of staff taking thirty-one days absence, the first five of which were self-certified the balance were all fully medically certified. If these days are removed the number would be 0.6%.

The latest available national data is for 2017 when sickness absence in the public sector was 2.4% and 1.9% across all public and private employers.

Seven members of staff took no sickness absence.

**2. Recruitment - Office**

Following the somewhat surprising decision of the Parish Council not to change the Terms of Reference of the Planning & Highways Committee, discussions are ongoing with colleagues on possible staffing options.

Members need to be aware that following the departure of the Planning & Admin Officer and prior to getting a new recruit on board, there is a risk that any absence of remaining staff will have an impact on operations.

Support for the Planning & Highways Committee will be limited to producing agendas/minutes, servicing meetings and submitting application comments.

A draft job specification for a new member of staff is enclosed. I will update members further at the meeting.

**3. Salary Review 2019-2020**

The revised NJC salary scales were received in December and the financial impact reported to that month's F&A committee. Actual rather than estimated salaries are baked into the budget, which is unusual as revised salary rates are normally received after the budget has been approved.

Most grades have increases of 2%-2.5%, with the lowest grades 6%. The lowest grades are now marginally over the Living Wage Foundation hourly rate, so we will revert to paying the scale rate.

Increases are effective 1st April 2019.

**4. HR Business Partner**

I continue to meet with our partner on a monthly basis, we currently have no outstanding work plan tasks but her years of experience make her an invaluable "sounding board" on many issues.

The contract with WBC/TRDC is due for renewal later this year. I will be recommending renewal. We have had a brief discussion about the cost, this may increase slightly, but will still represent excellent value.

What is difficult to put a value on is the external, impartial, point of support this gives the Clerk.

We also use WBC/TRDC recruitment advertising as they have access to channels and volume rates which would not be available to us directly.

**Tim Perkins**

Clerk to the Council  
14th March 2019.