

## Abbots Langley Parish Council

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26th May 2020.

To Members of the Staffing Committee

The next meeting of the Staffing Committee will be held virtually <sup>[1]</sup> on Wednesday 3<sup>rd</sup> June 2020 at 9:00 am when your presence is summoned for the purpose of transacting the business outlined below.

The meeting will be held on the Zoom platform. Login details are available from the Clerk to the Council.

The press and public are welcome to attend the meeting.

Tim Perkins  
Clerk to the Council

<sup>[1]</sup> *Permitting legislation - The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

### 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 4<sup>th</sup> December 2019.**
5. **Staff Sickness Absence (2019)**  
To consider the report from the Clerk. (Clerk's report item 1.)
6. **Health and Safety Review Update**  
To consider the report from the Clerk. (Clerk's report item 2.)
7. **Recruitment - Works Team**  
To consider the report from the Clerk. (Clerk's report item 3.)
8. **PDRs**  
To consider the report from the Clerk. (Clerk's report item 4.)
9. **COVID-19 Working from Home Allowance Policy**  
To consider the draft of the above policy. (enclosed.)
10. **Pandemic Update**  
To consider the report form the Clerk. (Clerk's report item 5.)

**Abbots Langley Parish Council**  
**Clerk's Report - Staffing Committee - June 2020**

**1. Staff Sickness Absence**

Measurement of the above runs January-December to line up with national statistics.

Last year Parish Council staff sickness absence was 1.72% (1.6% = 2018).

The numbers were skewed by one member of staff who took twenty five days absence due to a condition that required surgery and post-operative recovery (40% of total absences).

The national average for sickness in the public sector was 2.7% (2018).

**2. Health & Safety Review Update**

Update on actions since the above was reported in December:

- **Staff Driving Licence Checks**

Completed in February 2020 and no staff had any points on their licences.

- **Personal Safety & Lone Working Training**

Originally booked training company has gone down the drain. New providers identified, were planning to run in April, but postponed.

- **Stress Policy**

WBC/TRDC Policy now finalised, discussing with HR Business Partner at next meeting.

- **Personal Alert Trackers**

Essentially two suppliers in the UK that market through various dealers. Some confusion in the market as the two main suppliers are merging around the end of this month and product lines changing.

The key staff we want to cover are the Works Team, Community Warden, Bar Staff and Facilities Manager (11). They are the most likely to be lone working and also in the case of the Manor House staff leaving late at night.

The pricing is around £10.50/month/user on a five year contract, £13.50 on a three year contract.

This committee has overall responsibility for H&S but if we are to proceed with equipping staff with these devices then the costs will have to come from the Leisure Committee's budget.

This probably needs to be referred to the Leisure Committee for consideration, are there any specific points this committee wants Leisure to consider?

**3. Recruitment - Works Team**

The vacancy in the Works Team was circulated via WBC/TRDC HR channels. Oaklands College also pushed it out to their horticultural students. Closing date was 13<sup>th</sup> March.

The response was poor, with no candidates looking like they are worth interviewing. We will revisit when the situation is returning to "normal" as there is no practical way we could recruit, interview and induct a new employee at the moment.

When we restart, we will consider the Watford Observer recruitment website and are getting costs.

Aldenham PC were also recruiting for two grounds staff at the same time, very similar terms and they also had a variable response too, they have also put the recruitment process on hold.

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4. PDRs

These have been completed for the Works Team, Works Manager and Community Warden.

5. Pandemic Update

I gave a comprehensive report to the May Parish Council on how the staff are operating through the pandemic.

I would be happy to take any questions committee members may have on any more specific staffing issues.

The Facilities Manager and Works manger are working on a detailed "back to work" plan and risk assessment for all operations. I will update further at the meeting.

**Tim Perkins**

Clerk to the Council

26th May 2020

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