

Abbots Langley Parish Council

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6th May 2021.

To Members of the Staffing Committee

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

The next meeting of the Staffing Committee will be held virtually ^[1] on Wednesday 12th May 2021 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

^[1] *To remain compliant to current legislation the committee will make recommendations to the Clerk to the Council which will be carried out under delegated authority.*

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. **Election of Vice Chairman**
To elect a Vice Chairman of this committee for the year 2021-2022.
5. **Groundsperson Recruitment**
To consider the report from the Clerk. (Clerk's report item 1.)
6. **Clerk Recruitment Panel**
To consider the timeline for the above. (Clerk's report item 2.)
7. **Committee Meetings**
To consider the report from the Clerk. (Clerk's report item 3.)
8. **Manor House Caretaker & Facilities Assistant**
To consider the report from the Clerk. (Clerk's report item 4.)

Abbots Langley Parish Council
Clerk's Report - Staffing Committee - May 2021

1. Groundsperson Recruitment

We will start the above in June 2021 to replace the member of staff retiring at the end of September 2021.

Aim is to onboard for August, so there is a reasonable handover and training.

It will be handy to hire someone with Triple (grass cutting) skills, but if not they will require a good few weeks training to come up to required standard.

2. Clerks Recruitment Panel

The current timeline for the panel is as follows. This may change as the process unfolds.

Date	Day	Time	Action
12/05/2021	Wed	08:00	Advert goes live, NALC, SLCC, HAPTC + www.se1jobs.com (recommended by WBC for management grade positions).
07/06/2021	Mon	08:00	Close applications
07/06/2021	Mon	wk./comm.	Sift and shortlist. Aim for shortlist of six to eight, arrange forty-five (apx.) mins Zoom interview.
21/06/2021	Mon	wk./comm.	Zoom shortlist interviews.
28/06/2021	Mon	wk./comm.	Final attended interviews, maybe two to four from shortlist.
12/07/2021	Mon	19:30	Parish Council resolves appointment.

3. Committee Meetings

This is an additional committee meeting agreed previously in case there were any actions from the Parish Council on the Clerk Recruitment Process.

The next meeting of this committee is scheduled for 2nd June 2021, which is only three weeks away. At the moment I have no further business for the committee and unless anything significant arises in the meantime I will, following consultation with the Chairman, consider not calling the meeting.

4. Manor House Caretaker & Facilities Assistant

With minor updates, which have been incorporated, members approved the job description and person specification for the above role (min 360.).

With the Manor House reopening in September, we will look to start recruitment for this role in early July, when hopefully the Facilities Manager will be back at work.

Summer booking enquiries for the Manor House have been very low, all the enquiries we are currently getting are for autumn and onwards.

I will update the Chairman before recruitment starts.

Tim Perkins
Clerk to the Council
6th May 2021

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