

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 7th March 2018 at 9.00 am in the Council Offices, Langley Road, Abbots Langley.

Those Present:

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.

351. Apologies for absence

Councillor Stephen Giles-Medhurst had advised colleagues that he was unable to attend the meeting.

352. Declarations of Interest

None.

353. Public participation

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

354. Minutes of the Meeting

It was proposed by Councillor Jane Lay, seconded by Councillor David Major and **RESOLVED** that the minutes of the meeting held on 6th December 2017, 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.

355. Bullying and Harassment Policy

Members considered the report in detail. They asked that mention is made of confidentiality in para. 1.1.1.

Also, that reference be made in 2.1.1 that should any complaint involve the Clerk to the Council, as there is no further tier of line management the complaint should be directed to our HR Business Partner.

The Clerk will review the changes with our HR Business Partner and bring the policy back to this committee for approval.

356. Sickness & Absence Policy

The Clerk will bring an updated policy back to the next meeting of this committee.

Members noted the levels of staff absence as reported and agreed that sickness levels were excellent when compared to other authorities.

357. Grounds Apprentice

The Clerk advised that, hopefully, an appropriate course has been identified. The course is provided by Oaklands College and is a Diploma in Work Based Horticulture.

Officers will be reviewing the course content over the next few days and will work with our HR Business Partner and the training provider on recruitment.

Members asked that a copy of the course content and information on the assessment process is circulated.

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

It was proposed by Councillor Jane Lay and seconded by Councillor David Major 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.

359. Office Staffing

Members reviewed the various options in detail and agreed that the Clerk should recruit a permanent member of staff on a three day a week contract (Wed-Fri) to provide front desk cover and take responsibility for the Leisure Committee.

A copy of the draft Job Specification will be circulated to committee members.

360. Annual Leave

The Clerk withdrew his request to carry forward an additional five days annual leave.

The meeting closed at 10.02 am.

Signed: _____

Dated: _____