

## Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 11<sup>th</sup> April 2018 at 9.00 am in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman                                  Councillor Stephen Giles-Medhurst

Councillors                                Councillor Liz Burns  
    Councillor Jane Lay  
    Councillor David Major

Officers:                                      Tim Perkins - Clerk to the Council

The meeting opened at 9:04 am.

### **396. Apologies for absence**

Apologies were received, accepted and recorded from Councillors Brenda Kersey and Owen Roe.

### **397. Declarations of Interest**

None.

### **398. Public participation**

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

### **399. Grounds Apprentice**

Members noted that there was a positive outcome from the meeting between the Facilities Manager, Works Manager and Head of Department, Land Based Learning, at Oaklands College.

Officers are now happy that the learning criteria required for the apprenticeship programme can be met by the Parish Council. The Clerk will now initiate the recruitment process.

Members agreed in principal that a responsibility increment should be offered to the Facilities Manager and Works Manager for supervising the delivery of the apprenticeship programme. The Clerk will report back to the next meeting of the committee on the details.

Members would be prepared to support transport to work costs for the apprentice. The Clerk was asked to consider this during the recruitment process and discuss with the Chairman of Staffing if appropriate.

### **400. Exclusion of the Press and Public (Part II)**

It was proposed by Councillor Jane Lay and seconded by Councillor Liz Burns 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.

### **401. Office Staffing**

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Jane Lay and **RESOLVED** that the Clerk should proceed to recruit a Leisure and Administration Officer (37 hr/pw) and a Bookings and Front Desk Officer (22.5 hr/pw.).

The Clerk will discuss the detailed arrangements with our HR Business Partner.

Members asked that the recently updated job describing for the Bookings and Front Desk Officer be circulated to members for information.

Deputising arrangements for the Clerk and Delegation of Authority to be considered by this committee. The Clerk will bring an initial report for discussion to the next meeting of this committee.

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**402. Annual Leave**

It was agreed that the Clerk should be allowed to carry over an additional five days annual leave into the 2018-2019 annual leave period, making ten days carried over in total.

Members asked that no more than three weeks leave be taken in one block without further reference to the committee. The Clerk agreed to this arrangement.

The meeting closed at 10.04 am.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_