

## Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 20<sup>th</sup> March 2019 at 9.00 am in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman	Councillor Stephen Giles-Medhurst
Vice Chairman	Councillor Liz Burns
Councillors	Councillor Brenda Kersey Councillor Jane Lay Councillor David Major Councillor David Monk Councillor Owen Roe
Officers:	Tim Perkins - Clerk to the Council

The meeting opened at 9:00 am.

**387. Apologies for absence**

None.

**388. Declarations of Interest**

None.

**389. Public participation**

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

**390. Minutes of the Meeting**

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that the minutes of the meeting held on 5<sup>th</sup> September 2018, 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.

**391. Sickness Absence**

Members noted the report.

**392. Recruitment - Office**

Members considered the report from the Clerk.

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Brenda Kersey and **RESOLVED** that the Job Description for the Council Administration Officer be approved and that delegated authority be granted to the Clerk to make minor updates and amendments as necessary.

Updated job descriptions to be circulated to committee members when finalised.

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that the position of Council Administration Officer be offered to the Bookings Officer at the grades previously agreed. Recruitment for a replacement Bookings Officer be initiated as soon as possible. Hours of working to be agreed by the Clerk following discussion with office staff.

The Clerk will write up a personnel file note to cover the discussions with the Bookings Officer.

All members were in agreement.

**393. Salary Review 2019-2020**

Members noted the report on revised salary levels for staff effective 1<sup>st</sup> April 2019.

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### 394. Clerks Report

Members noted the report on the HR support provided by the Shared Service HR Team at Watford Borough Council and Three Rivers District Council.

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

It was proposed by Councillor Jane Lay and seconded by Councillor Stephen Giles-Medhurst 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.

### 396. Grounds Apprentice

Members noted the report from the Clerk.

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Jane Lay and **RESOLVED** that the contracted date for the Grounds Apprentice move from the initial apprentice pay rate to the Living Wage Foundation wage rate be brought forward from 1<sup>st</sup> September 2019 to 1<sup>st</sup> April 2019. The unbudgeted cost in the new financial year will be £2,982.

This was in recognition of the exceptional performance of the apprentice.

The meeting closed at 9.34am.

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

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