

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 5th June 2019 at 9.00 am in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Vice Chairman	Councillor Liz Burns
Councillors	Councillor Ruth Clark Councillor Jane Lay Councillor David Major
Officers:	Tim Perkins - Clerk to the Council

The meeting opened at 9:03 am.

35. Chairman of the Meeting

In the absence of the committee Chairman and a Vice-Chairman of the committee having not yet been nominated, it was proposed by Councillor Jane Lay, seconded by Councillor David Major and **RESOLVED** that Councillor Liz Burns chair this meeting.

36. Apologies for absence

Apologies were received, accepted and recorded from Councillor Stephen Giles-Medhurst (unavailable).

37. Declarations of Interest

None.

38. Public participation

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

39. 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 20th October 2019, 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.

40. Committee Vice-Chairman

It was proposed by Councillor Jane Lay, seconded by Councillor David Major and **RESOLVED** that Councillor Liz Burns be elected Committee Vice Chairman for the municipal year 2019-2020.

41. Exit Interviews

Members discussed the report from the Clerk and agreed with the recommendation that a paragraph with wording similar to below be added to all future letters acknowledging a member of staffs resignation.

“If prior to your leaving date you would like an exit interview to discuss any matters related to your employment this can be carried out by the Clerk to the Council or our HR Business Partner. If you would like an exit interview then please advise...”

Abbots Langley Parish Council

42. Recruitment - Bookings & Front Desk Officer

Members noted the high volume of applications for the above role and some of the challenges faced by officers in short listing. Which recruitment channels to use would be considered in the future.

The recently introduced "Application Tracking System" set up by Watford BC and Three Rivers DC HR Services may well be useful when recruiting in the future as this has an element of application pre-screening.

Members were pleased an appointment had been made and wished the new member of staff well.

43. 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.

44. Job Role Grading

Members noted the update from the Clerk and agreed that linked to the Personal Development Plan process a review of various job descriptions, roles and grading should be undertaken.

The Clerk advised he would work on this process with our HR Business Partner and would report back to the committee later in the year.

The meeting closed at 9.26 am.

Signed: _____

Dated: _____