

## Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 17<sup>th</sup> March 2020 at 9.00 am on the Zoom Video and Conferencing Platform. <sup>[1]</sup>.

Those Present:

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

<sup>[1]</sup> *Permitting legislation - The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

The meeting opened at 9:00 am.

**341. Apologies for absence**

None.

**342. Declarations of Interest**

None.

**343. Public Participation**

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

**344. Minutes of the Meeting**

It was proposed by Councillor Jane Lay, seconded by Councillor Ruth Clark and **RESOLVED** that the minutes of the meeting held on 2<sup>nd</sup> December 2020, copies of which had been sent to all Members of the Parish Council prior to the meeting, be taken as read and will be signed by the Chairman as a correct record.

**345. Manor House Caretaker**

Members noted the outline job specification for the revised role of “Manor House Caretaker & Facilities Assistant”.

The following updates to the job specification were discussed:

- Adding setting up for weddings and complex functions.
- Role would be 37 hours/week, plus premium for weekend and out of hours working.

**346. Reopening Facilities - Staffing Implications**

**Tanners Wood Hall**

Members noted the arrangements for reopening Tanners Wood Hall.

The Clerk clarified caretaking arrangements would cover pre and post-hiring cleaning.

Hirers would be responsible, during the period of hire, for sanitising, distancing and other arrangements in line with their risk assessment.

The Clerk confirmed the kitchen was not used by regular hirers. No other hirers have requested use of the kitchen and this will be considered as and when a request is received.

## Abbots Langley Parish Council

### 347. 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.

The Chairman varied the agenda and moved the following item to be considered after the exclusion of the press and public due to the confidential nature of the items to be discussed. (Standing order 14 refers.)

### 348. Reopening Facilities - Staffing Implications

#### Manor House

Members noted the challenges of reopening the Manor House, due to the current staffing situation.

Regular hirers have indicated that they will, subject to any autumn pandemic requirements return on or about the 1<sup>st</sup> September 2021.

A limited number of one-off booking requests have been received for the summer, but it is not practical to stock and staff the facility for limited one off events.

It was agreed that based on the current situation a reopening date of 28<sup>th</sup> August will be set for the Manor House.

There being multiple variables at this time it was agreed an additional Staffing Committee will be held on 7<sup>th</sup> April 2021 @ 9:00am to review:

- Recruitment of Manor House Caretaker & Facilities Assistant.
- Possible short-term temporary cover for Facilities Manager's absence.
- Updates to re-opening requirements and the staffing implications.

### 349. Staffing Update

#### i. Staffing Update

Members noted the updated on the Facilities Manager and that the Clerk was planning on retiring in the autumn.

In addition the reports on the following were noted.

- Manor House Caretaker - Retirement
- Groundsperson - Sick Leave
- Works Team - COVID-19

#### ii. Annual Leave 2020-2021

The outstanding annual leave of the Clerk, Facilities Manager and Finance Officer were noted.

#### iii. Staff Welfare

The Clerk confirmed that this had been a difficult period for all staff and there had been multiple challenges due to remote working as well as concern about the health of colleagues.

The Clerk advised that there had been instances of members of the public feeling they had the right to be abusive and rude to council staff. The Clerk has been reminded "*that I pay your [REDACTED] wages*" on a couple of occasions.

The new phone system can quickly and easily block incoming numbers which has proved to be most useful.

**Abbots Langley Parish Council**

The meeting closed at 9.50 am.

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

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