

## Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 7<sup>th</sup> April 2020 at 9.00 am on the Zoom Video and Teleconferencing 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 9:03 am.

**357. Apologies for absence**

None.

**358. Declarations of Interest**

None.

**359. Public Participation**

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

**360. Manor House Caretaker & Facilities Assistant**

Members agreed the Job Description and Person Specification for the above role.

Under delegated authority the Clerk was asked to make minor amendments to include the patio in the area of caretaking responsibility (Job Description) and an update to working dress code “in line with council requirements” (Person Specification).

**361. Committee Meetings**

Members agreed that an additional committee meeting will be held on 12<sup>th</sup> May 2021 at 9:00 am.

**362. 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.

**363. Staffing Matters**

i. Staffing Update

Members noted the update from the Clerk on the Facilities Manager.

Also noted was the planned retirement of the Groundsperson / Triple Driver (Grass Cutter) on 30<sup>th</sup> September 2021. Arrangements for replacement recruitment will be made later in the summer.

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ii. Reopening Facilities - Staffing Implications

Members noted the update from the Clerk and the evolving guidance from HMG on the relaxation of pandemic restrictions.

Given the low level of bookings, the uncertainty around venue capacity, due to distancing requirements and the staffing situation, members confirmed their previous discussions and agreed that the Manor House will not reopen until 1<sup>st</sup> September 2021.

**364. Clerk Recruitment Pack**

Members noted the Internal Action List which will be followed when the Clerk recruitment process is initiated.

This was circulated so members who had not previously served on the committee were aware of the work that had taken place to prepare for the recruitment process.

The Chairman reminded members that an interview panel, representative of all members of the Parish Council will be formed. Councillor Fran Deschampsneufs volunteered to serve on the panel.

**365. Clerk’s Job Title**

Members noted the Clerk’s report on the above.

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Liz Burns and **RESOLVED** that this committee recommend to the Parish Council that the job title of the Clerk be in future “Chief Officer and Clerk to the Council”.

The meeting closed at 9.29 am.

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

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